

AWARDS AND GRADUATION

POLICY AND PROCEDURES

Commencement Date: 1 January 2025

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INTRODUCTION

AWARDS AND GRADUATION - POLICY AND PROCEDURES

This document is a compilation of policy and procedures relating to the issuing of awards and graduation of students from Curtin University.

The full title of the document is *Awards and Graduation - Policy and Procedures*. It may be referred to and cited as the [Awards and Graduation Manual](#).

The commencement date for the policy and procedures in the *Awards and Graduation – Policy and Procedures* will be 1 January 2025. Any future amendments or revisions by the appropriate approval authorities will be effective from the date of such approval. Revision history is located at the end of each policy and procedure.

APPROVAL DETAILS

Endorsed: Learning and Student Experience Committee

Approved: Academic Board (Policy)
Deputy Vice-Chancellor, Academic (Procedures)

POLICY

AWARDS AND GRADUATION

1. COMPLIANCE OBLIGATION SUPPORTED

[Higher Education Standards Framework \(Threshold Standards\) 2021 \(Cth\)](#)

[Higher Education Support Act 2003 \(Cth\)](#)

[Education Services for Overseas Students \(ESOS\) Act 2000 \(Cth\)](#)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(the National Code\) \(Cth\)](#)

[Competition and Consumer Act 2010 \(Cth\)](#)

2. PURPOSE

To provide a framework for the issuing of awards and graduation of students from Curtin University.

3. POLICY STATEMENTS

- 3.1 Council has the authority to issue and rescind an award certificate.
- 3.2 Authorisation to use the Graduation Seal is articulated in [Statute No 1 – Common Seal and Graduation Seal](#), Section 12.
- 3.3 The conferral date of an award will be the date of approval by the Vice-Chancellor.
- 3.4 Each award certificate will have the Graduation Seal affixed.
- 3.5 The Vice-Chancellor will approve the affixing of the Graduation Seal to each award certificate on the recommendation of the Academic Registrar.
- 3.6 A graduand will not obtain their award certificate until conferral has occurred.
- 3.7 Curtin University will issue one original award certificate.
- 3.8 Unless otherwise approved by Council, each award certificate to which the Graduation Seal is affixed will bear the signature of the Chancellor and Vice-Chancellor. Council may approve the use of additional or alternative signatures.
- 3.9 Graduation Seals will be stored securely under the control of the Manager Progression, Assessment and Awards.
- 3.10 Post-nominals will only be used after University Council has conferred an award.
- 3.11 The University may rescind an award due to administrative error or where, through relevant processes, it is determined to be the appropriate penalty for any finding of misconduct.
- 3.12 In conjunction with other institutions, Curtin University may issue an award certificate as a collaborative award.
- 3.13 An Australian Higher Education Graduation Statement may only be issued to graduates on or after 1 November 2010, by and under the authority of the Academic Registrar following conferral of an award by Council.
- 3.14 Award certificates will state if any parts of the course of study or assessment leading to the qualification were conducted in a language other than English. Units that specifically teach and assess other languages will not trigger this requirement.
- 3.15 Curtin University may organise and host graduation events for graduates.
- 3.16 Academic Board approves academic regalia colours upon the recommendation of the Academic Registrar.

4. SCOPE OF POLICY

This policy applies to all staff; University associates; students; graduands; graduates; global campuses and entities awarding a Curtin degree.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms in Schedule 1 are specific to this manual).

Refer to [Schedule 1](#) for relevant definitions.

6. SUPPORTING PROCEDURES

- [Format of Certificates Procedure](#)
- [Completion Approval Procedure](#)
- [Production of Award Certificates Procedure](#)
- [Post-Nominals Procedure](#)
- [Graduation Documentation Procedure](#)
- [Graduation Statement Procedure](#)
- [HDR Letter of Commendation Procedure](#)
- [Award with Distinction Procedure](#)
- [Posthumous Awards Procedure](#)
- [Replacement Award Certificates Procedure](#)
- [Award Certificate Amendments Procedure](#)
- [Rescission of Award Certificate Procedure](#)
- [Graduation Ceremony Administration Procedure](#)
- [Attendance at Graduation Ceremonies Procedure](#)
- [Academic Regalia Procedure](#)
- [Vice-Chancellor's List Procedure](#)
- [Suppression of Student Award Details Procedure](#)

7. RELATED DOCUMENTS/LINKS/FORMS

[Curtin University Act 1966 \(WA\)](#)

[Statute No. 1 – Common Seal and Graduation Seal](#)

[Statute No. 10 – Student Discipline](#)

[Statute No. 12 – Admission and Enrolment](#)

[Admission and Enrolment \(General\) Rules 2020](#) made pursuant to [Statute No. 12 – Admission and Enrolment](#)

[Admission and Enrolment \(Higher Degree by Research\) Rules 2020](#)

[Higher Education Support Act 2003 \(Cth\)](#)

[Higher Education Standards Framework \(HESF\) 2021: Domain 1](#)

[Education Services for Overseas Students \(ESOS\) Act 2000 \(Cth\)](#)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(the National Code\) \(Cth\)](#)

[Competition and Consumer Act 2010 \(Cth\)](#)

[Admission and Enrolment Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Assessment and Student Progression Manual](#)

[Course Quality Assurance Manual](#)

[Higher Degree by Research \(HDR\) \(Doctoral\) by Compilation or Creative Work for Staff – Policy](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Academic Board
Review Date	1 April 2030

REVISION HISTORY

Version	Approved/ Rescinded/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New 2008 Edition	Approved	27/06/2008	Academic Board	AB 129/08	Attachment 1 to Document No 00615/08 as amended
2009 Edition	Amended	24/04/2009	Academic Board	AB 53/09	Document No 444/09 as amended
	Administratively Updated	17/06/2010	Director, Legal and Compliance Services		Amended to Reflect Organisational Change
	Amended	24/02/2012	Academic Board	AB 9/12	Attachment 3 to Document No 00133/12
	Administratively Updated	05/06/2014	Director, Legal and Compliance Services		Minor amendments due to the approval of the new Honorary Awards Policy and Honorary Doctorate Procedures (Council 11 December 2013, C 206/13) effective 1 January 2014
	Amended	29/07/2016	Academic Board	AB 120/16	Attachment D to Item 11.2 Effective as at 1 January 2017
	Approved	29/05/2020	Academic Board	AB 67/20	Attachment B to Item 13.2 Effective as at 1 August 2020
	Approved	29/11/2024	Academic Board	AB 147/24	Attachment A to Item 10.5 Effective as at 1 January 2025

PROCEDURES

FORMAT OF CERTIFICATES

1. COMPLIANCE OBLIGATION SUPPORTED

[*Awards and Graduation Policy*](#)

2. PROCEDURAL DETAILS

2.1 Dimension of Award Certificates

- 2.1.1 The standard size of an undergraduate or postgraduate award certificate will be 23 cm x 32 cm portrait dimensions.
- 2.1.2 The standard size of a doctoral or honorary award certificate will be A3 portrait dimensions.
- 2.1.3 The standard size of a collaborative award certificate will be the standard size for the respective award certificate issued.

2.2 Text on Award Certificates

- 2.2.1 Graduate names will be printed in 36pt Garamond font.
- 2.2.2 The degree title will be printed in 24pt Goudy Trajan font.
- 2.2.3 The major will be printed in 20pt Goudy Trajan font.
- 2.2.4 The honours or distinction will be printed in 18pt Goudy Trajan font.
- 2.2.5 The level of honours will be printed in 18pt Goudy Trajan font.
- 2.2.6 The conferral date and individual award number will be in 9pt Times New Roman font.
- 2.2.7 Other inscriptions (as required) will be in 20pt Goudy Trajan font or a size conducive to the length of text and as instructed by the Chief Student Services Officer.
- 2.2.8 Annotations will be printed in 9pt Times New Roman font.

2.3 Format of Award Certificates

- 2.3.1 Undergraduate, Postgraduate (coursework and research) and Doctoral Degrees
 - a. The name on the award certificate will be the student's formal name and will be in title case.
 - b. The degree title (and major and award level if applicable) will be in uppercase.
- 2.3.2 Undergraduate and Postgraduate (as applicable)
 - a. The major (if applicable) will be stated after the degree title in brackets.
 - b. An award level for distinction (if applicable) will be stated after the major.
- 2.3.3 Undergraduate Only (as applicable)
 - a. An award level for honours (if applicable) will be stated after the major in brackets.
 - b. The level of award of honours (if applicable) will be stated after an award level for honours.

2.4 Variation to Format of an Award Certificate

- 2.4.1 Any change to the format of an award certificate will require the approval of the Academic Registrar.

2.5 Undergraduate and Postgraduate Award Certificates

- 2.5.1 The following standard wording will appear on undergraduate and postgraduate award certificates.

BY AUTHORITY OF THE COUNCIL BE IT KNOWN THAT

Formal Name

HAVING FULFILLED ALL THE REQUIREMENTS IS DULY
ADMITTED TO THE DEGREE OF

DEGREE TITLE
(MAJOR) (if applicable)
(HONOURS) (if applicable)
WITH FIRST CLASS HONOURS/HONOURS/DISTINCTION (if applicable)

AND TO ALL THE PRIVILEGES ATTACHED TO THE SAME.
THE GRADUATION SEAL OF
CURTIN UNIVERSITY
WAS HERETO AFFIXED PURSUANT TO THE RESOLUTION
OF THE COUNCIL.

(signature) (signature)
CHANCELLOR VICE-CHANCELLOR

DD Month YYYY Award No XXXXXX

2.6 Doctoral or Higher Doctoral Award Certificates

- 2.6.1 The following standard wording will appear on all doctoral or higher doctoral award certificates.

BY AUTHORITY OF THE COUNCIL BE IT KNOWN THAT

Formal Name

HAVING FULFILLED ALL THE RESEARCH AND EXAMINATION
REQUIREMENTS IS DULY ADMITTED TO THE DEGREE OF

DOCTORAL DEGREE TITLE

AND TO ALL THE PRIVILEGES ATTACHED TO THE SAME.
THE GRADUATION SEAL OF
CURTIN UNIVERSITY
WAS HERETO AFFIXED PURSUANT TO THE RESOLUTION
OF THE COUNCIL.

(signature) (signature)
CHANCELLOR VICE-CHANCELLOR

DD Month YYYY Award No XXXXXX

2.7 Diploma Award Certificates

- 2.7.1 The following standard wording will appear on Diploma award certificates.

BY AUTHORITY OF THE COUNCIL BE IT KNOWN THAT

Formal Name

HAVING FULFILLED ALL THE REQUIREMENTS
IS DULY AWARDED THE

Diploma Title

THE GRADUATION SEAL OF
CURTIN UNIVERSITY

WAS HERETO AFFIXED PURSUANT TO A RESOLUTION OF THE COUNCIL.	
<i>(signature)</i> CHANCELLOR	<i>(signature)</i> VICE-CHANCELLOR
DD Month YYYY Award No XXXXXX	

2.8 Collaborative Award Certificates

- 2.8.1 Collaborative award certificates will be issued following the standard format and wording of the relevant award certificate.
- 2.8.2 Subject to any legislative requirements, the award certificate will include a notation that the approved course was a collaborative award program with another institution(s).
- 2.8.3 Upon completion of a collaborative award and in accordance with the conditions of the Collaborative Agreement, awards may be conferred as follows:
- a. Joint Award: one award certificate will normally be conferred by the Home Institution unless otherwise specified in any Collaborative agreement. Award Certificates provided by Curtin will be annotated acknowledging that it is a joint award, and complies with the requirements of 3.14 of the [Awards and Graduation Policy](#). The format of the award certificate will, to the maximum extent possible, follow the standard award certificate example provided below; or
 - b. Dual Award: two separate award certificates will be conferred from two separate institutions.
- 2.8.4 The following standard wording will appear on award certificates.

BY AUTHORITY OF THE COUNCIL BE IT KNOWN THAT	
Formal Name	
HAVING FULFILLED ALL THE REQUIREMENTS IS DULY ADMITTED TO THE DEGREE OF	
DEGREE (MAJOR) (if applicable) (HONOURS) (if applicable) WITH FIRST CLASS HONOURS/HONOURS/DISTINCTION (if applicable)	
AND TO ALL THE PRIVILEGES ATTACHED TO THE SAME. THE GRADUATION SEAL OF CURTIN UNIVERSITY WAS HERETO AFFIXED PURSUANT TO THE RESOLUTION OF THE COUNCIL.	
<i>(signature)</i> CHANCELLOR	<i>(signature)</i> VICE-CHANCELLOR
DD Month YYYY Award No XXXXXX	
The program of study for this degree was undertaken in association with the [Institution/s].	
CURTIN LOGO	OTHER INSTITUTION LOGO

2.9 Honorary Award Certificates

2.9.1 The following standard wording will appear on honorary doctoral award certificates.

BY AUTHORITY OF THE COUNCIL BE IT KNOWN THAT
THE HONORARY DEGREE OF

NAME OF HONORARY DEGREE

IS CONFERRED UPON

Formal Name

IN RECOGNITION OF... (add individual citation)

THE GRADUATION SEAL OF
CURTIN UNIVERSITY
WAS HERETO AFFIXED PURSUANT TO THE RESOLUTION
OF THE COUNCIL.

signature
CHANCELLOR

signature
VICE-CHANCELLOR

(DD Month YYYY)
(Date of Ceremony award presented at)

2.9.2 The following standard wording will appear on honorary fellowship award certificates.

BY AUTHORITY OF THE COUNCIL BE IT KNOWN THAT

Formal Name

IS A MEMBER OF THE
CURTIN UNIVERSITY FELLOWSHIP

AWARDED IN RECOGNITION OF... (add individual citation)

THE GRADUATION SEAL OF
CURTIN UNIVERSITY
WAS HERETO AFFIXED PURSUANT TO THE RESOLUTION
OF THE COUNCIL.

signature
CHANCELLOR

signature
VICE-CHANCELLOR

(DD Month YYYY)
(Date of Ceremony award presented at)

2.9.3 The individual citations will be approved as part of the application criteria for honorary degrees.

2.10 Western Australian Institute of Technology (WAIT) Award Certificates

2.10.1 The following standard wording will appear on WAIT award certificates.

Formal Name

is duly admitted to the degree of

DEGREE TITLE

having successfully completed
an approved course of study in

(MAJOR) (if applicable)
(HONOURS) (if applicable)
WITH FIRST CLASS HONOURS/HONOURS/DISTINCTION (if applicable)

Signature
ACADEMIC REGISTRAR

(DD Month YYYY)
[Date of replacement conferral] XXXXXX [Award Number] Replacing original award
dated DD Month YYYY [original conferral] by the Council of the Western Australian
Institute of Technology

2.10.2 From 1 January 1987, all graduates were issued with award certificates from Curtin University. Original WAIT awards were no longer issued from this date.

2.10.3 No award certificates issued prior to 1 January 1987 by WAIT will be re-issued as an award from Curtin University.

2.11 Informal Short Form Learning Certificates of Participation

2.11.1 The school/area who deliver the informal Short Form Learning will issue a Certificate of Participation and maintain records of issued certificates and assessment results as per the [Short Form Learning Procedure – Course Quality Assurance Manual](#).

2.11.2 In consultation with the Manager Progression, Assessment and Awards, the Associate Deputy Vice-Chancellor Learning and Teaching (or authorised officer) will determine the format of the Certificate of Participation and provide schools/areas with the approved template.

2.11.3 The school/area who deliver the informal Short Form Learning will determine the process and timelines for issuing Certificates of Participation.

2.12 Formal Short Form Learning Certificates of Completion

2.12.1 The Progression, Assessment and Awards Office will issue Certificates of Completion for formal Short Form Learning upon the provision of student and certificate details by the school/area who deliver the Short Form Learning as per the [Short Form Learning Procedure – Course Quality Assurance Manual](#).

2.12.2 The Chief Student Services Officer (or authorised officer) will determine:

- a. the format of the Certificate of Completion; and
- b. the process and timelines for issuing Certificates of Completion.

2.12.3 A re-issue of a Certificate of Completion may be provided to an eligible student at any other time on payment of the approved fee.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff; University associates; students; graduands; graduates; global campuses and entities awarding a Curtin degree.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms in Schedule 1 are specific to this manual).

Refer to [Schedule 1](#) for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Higher Education Standards Framework \(HESF\) 2021: Domain 1](#)

[Honorary Awards Policy](#)

[Curtin University Fellow Procedures](#)

[Course Quality Assurance Manual](#)

[Short Form Learning – Course Quality Assurance Manual](#)

[Collaborative Doctor of Philosophy \(PhD\) Policy](#)

[Higher Degree by Research \(HDR\) \(Doctoral\) by Compilation or Creative Work for Curtin Staff Policy](#)

[Higher Degree by Research \(HDR\) \(Doctoral\) by Compilation or Creative Work for Curtin Staff Procedures](#)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 April 2028

REVISION HISTORY

Version	Approved/ Rescinded/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Amended	14/07/2016	Chair, Academic Services Committee	EM1632	Sections 4 to 26 Conditional upon approval of the policy by Academic Board on 29 July 2016
	Amended	28/08/2017	Deputy Vice- Chancellor, Academic	EM1717	Section 19, 19.2.2
	Administratively Updated	31/05/2018	Director, Legal and Compliance Services		Amendment to Clause 8.2.4 & 21.2.14 due to Academic Board Resolution AB 72/18 (Regalia colour) & Council Resolution C 175/17 (Honorary Award Policy amendment approval)
	Approved	09/06/2020	Deputy Vice- Chancellor, Academic	EM2016	-
	Approved	10/12/2024	Deputy Vice- Chancellor, Academic	EM2436	Effective 1 January 2025

COMPLETION APPROVAL

1. COMPLIANCE OBLIGATION SUPPORTED

[Awards and Graduation Policy](#)

2. PROCEDURAL DETAILS

2.1 Course Completion

- 2.1.1 A graduation invitation will be sent by Progression, Assessment and Awards Office staff via the Official Communication Channel (OCC) to eligible students.
- 2.1.2 It is the responsibility of the student to maintain up to date contact details with the University and ensure they continue to read their OCC messages after course completion and up to the time of receiving their official graduation documentation.

2.2 Letter of Course Completion

- 2.2.1 A letter of course completion may be provided upon request to an eligible student after the published results release date.
- 2.2.2 The letter of course completion will name the course in which a student was enrolled and state that the student has met all requirements of the course.
- 2.2.3 A fee will apply for the provision of a letter of course completion.

2.3 Approval Authority

- 2.3.1 For an undergraduate or postgraduate (coursework) student, the relevant Head of School will:
 - a. certify that all the requirements of an award course are completed;
 - b. confirm eligibility to graduate and receive the appropriate award certificate;
 - c. confirm if the award is "With Distinction" (as determined by the Board of Examiners (BoE));
 - d. confirm if the award is "With Honours" (if applicable); and
 - e. approve the level of honours to be awarded (if applicable).
- 2.3.2 The Associate Deputy Vice-Chancellor, Research will formally certify that an HDR student has completed all the requirements of an award course, are eligible to graduate and receive the appropriate award certificate.
- 2.3.3 The process and deadlines for recording a student as "passed" will be as prescribed by the Chief Student Services Officer.

2.4 Approval Authority not Recorded by Deadline

- 2.4.1 Where a student is not recorded as passed by the specified deadline, a fee may be charged to the school by the Progression, Assessment and Awards Office to include that student in the next available round of ceremonies.

2.5 Removal of Credit for Recognised Learning

- 2.5.1 Credit for recognised learning will not be removed when a student has satisfied all the requirements for the course and an award number has been generated.

2.6 Refusal of Graduation

- 2.6.1 Graduates who have a sanction on their student record will not be permitted to receive their award or attend a ceremony.
 - 2.6.1.1 The Academic Registrar may make discretionary exceptions.
- 2.6.2 In order to receive their award or attend a ceremony, graduates with a sanction will take action prior to the advertised deadline set by the Progression, Assessment and Awards Office, to enable a sanction to be removed (e.g. payment of outstanding fees).

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff; University associates; students; graduands; graduates; global campuses and entities awarding a Curtin degree.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms in Schedule 1 are specific to this manual).

Refer to [Schedule 1](#) for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Higher Education Standards Framework \(HESF\) 2021: Domain 1](#)

[Award with Distinction Procedure – Awards and Graduation Manual](#)

[Assessment for Honours Research Components Procedure – Assessment and Student Progression Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Assessment and Student Progression Manual](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 April 2028

REVISION HISTORY

Version	Approved/ Rescinded/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Amended	14/07/2016	Chair, Academic Services Committee	EM1632	Sections 4 to 26 Conditional upon approval of the policy by Academic Board on 29 July 2016
	Amended	28/08/2017	Deputy Vice- Chancellor, Academic	EM1717	Section 19, 19.2.2
	Administratively Updated	31/05/2018	Director, Legal and Compliance Services		Amendment to Clause 8.2.4 & 21.2.14 due to Academic Board Resolution AB 72/18 (Regalia colour) & Council Resolution C 175/17 (Honorary Award Policy amendment approval)
	Approved	09/06/2020	Deputy Vice- Chancellor, Academic	EM2017	-
	Approved	10/12/2024	Deputy Vice- Chancellor, Academic	EM2437	Effective 1 January 2025

PRODUCTION OF AWARD CERTIFICATES

1. COMPLIANCE OBLIGATION SUPPORTED

[Awards and Graduation Policy](#)

2. PROCEDURAL DETAILS

2.1 Graduation Seal

- 2.1.1 Curtin University issues award certificates bearing the Graduation Seal as outlined in [Schedule 2](#).

2.2 Production of Award Certificates

- 2.2.1 The Progression, Assessment and Awards Office produces all Curtin University award certificates.
- 2.2.2 Documents submitted to the Vice-Chancellor relating to the issue, amendment or rescission of award certificates will be produced by the Progression, Assessment and Awards Office and will be signed by the Academic Registrar before being submitted to the Vice-Chancellor for signing (as delegate of Council).
- 2.2.3 The original signed document will be bound annually and retained by the John Curtin Prime Ministerial Library (JCPML). Progression, Assessment and Awards Office will retain an electronic copy.
- 2.2.4 The following standard wording will appear on the covering letter for graduation documents to be submitted to the Vice-Chancellor.

CURTIN UNIVERSITY [INSERT DATE] GRADUANDS Approval to Affix Graduation Seal to Awards of the University pursuant to Section 13 of Curtin University Statute No 1 Common Seal and Graduation Seal. Vice-Chancellor For each student whose name appears on the attached schedule, the relevant Head of School has certified that the student has completed all requirements of the course specified, thus entitling them to the relevant award. Where applicable, the relevant Head of School has also approved the level of honours to be awarded or whether the award is "With Honours" or "With Distinction". On this basis, your authorisation is sought as delegate of Council, to affix the Graduation Seal to the award certificate to be issued to each student, pursuant to Section 13 of Curtin University Statute No 1 – Common Seal and Graduation Seal. The date of effect of your authorisation is to be DD Month YYYY. <i>[Insert name of Academic Registrar]</i> Academic Registrar I, <i>[Insert name of Vice-Chancellor]</i>, delegate of Council, hereby authorise the affixing of the Graduation Seal to award certificates to be issued to students whose names appear on the attached schedule, pursuant to Section 13 of Curtin University Statute No 1 – Common Seal and Graduation Seal. <i>[Insert name of Vice-Chancellor]</i> Vice-Chancellor

2.3 Award Certificate Stock Control

- 2.3.1 All blank award certificates will be stored securely under the control of the Manager Progression, Assessment and Awards.
- 2.3.2 Blank award certificates are purchased with a pre-affixed seal. A Progression, Assessment and Awards Office staff member will be in attendance throughout the printing process and application of the Seal. New stock is accounted and signed for on delivery to the Progression, Assessment and Awards Office.

- 2.3.3 An award certificate register is used to record every award certificate issued, including those that are printed in error, and is co-signed by two staff members of the Progression, Assessment and Awards Office.
- 2.3.4 All award certificates that are printed in error and require destruction are stored in the safe until an independent third-party Curtin staff member and a Progression, Assessment and Awards Office staff member attest to the audit of the register and shred the award certificates.

2.4 True Copies

- 2.4.1 Students may obtain a true copy of their award certificate for a fee.
- 2.4.2 All true copies will bear the notation “True Copy” with the award number and original conferral date and will bear the Curtin true copy seal.
- 2.4.3 True copies are not available for awards granted prior to 2000 or for Vocational Training and Education Centre (VTEC) awards.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff; University associates; students; graduands; graduates; global campuses and entities awarding a Curtin degree.

5. DEFINITIONS

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Refer to [Schedule 1](#) for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Statute No 1 – Common Seal and Graduation Seal](#)

[Higher Education Standards Framework \(HESF\) 2021: Domain 1](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 April 2028

REVISION HISTORY

Version	Approved/ Rescinded/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Amended	14/07/2016	Chair, Academic Services Committee	EM1632	Sections 4 to 26 Conditional upon approval of the policy by Academic Board on 29 July 2016
	Amended	28/08/2017	Deputy Vice- Chancellor, Academic	EM1717	Section 19, 19.2.2
	Administratively Updated	31/05/2018	Director, Legal and Compliance Services		Amendment to Clause 8.2.4 & 21.2.14 due to Academic Board Resolution AB 72/18 (Regalia colour) & Council Resolution

					C 175/17 (Honorary Award Policy amendment approval)
	Approved	09/06/2020	Deputy Vice-Chancellor, Academic	EM2018	-
	Approved	10/12/2024	Deputy Vice-Chancellor, Academic	EM2438	Effective 1 January 2025

POST-NOMINALS

1. COMPLIANCE OBLIGATION SUPPORTED

[Awards and Graduation Policy](#)

2. PROCEDURAL DETAILS

2.1 Appropriate post-nominals for each award have been determined for all Curtin University awards and are listed in the Curtin handbook.

2.2 An example of post-nominal for a WAIT award is:

WAIT Award Title	Post Nominal
Bachelor of Business (Accounting)	BBus(WAIT)

2.3 Post-nominals for Curtin Honorary Awards are:

Honorary Award Title	Post Nominal
Curtin University Fellow	CF
Honorary Doctor of Arts	HonDArts(Curtin)
Honorary Doctor of Commerce	HonDComm(Curtin)
Honorary Doctor of Engineering	HonDEng(Curtin)
Honorary Doctor of Laws	HonDLaws(Curtin)
Honorary Doctorate of Letters	HonDLitt(Curtin)
Honorary Doctor of Medicine	HonDMed(Curtin)
Honorary Doctorate of Science	HonDSc(Curtin)
Honorary Doctorate of the University	HonDUniv(Curtin)
Emeritus Professor	No post-nominal to be used

2.4 Full stops will not be used in post-nominals.

2.5 Areas of study (majors and minors/specialisations) will not appear in post-nominals.

2.6 Academic awards may be cited either in full or in shortened form, but not a mixture of both forms.

2.7 Only the highest award from an institution will be recorded as a post-nominal, even if the person has been awarded lower degrees. However, when the awarding university is listed and the degrees are from different institutions, the lower degrees may be included. For example: John Smith BA(UWA) MBA(Curtin).

2.8 Post-nominals will be listed in the following order:

- Title;
- Civil honours and decorations (in descending order of precedence);
- Military honours and decorations (in descending order of precedence);
- Appointments (for example, QC);
- Academic degrees (in ascending order of precedence);
- Religious orders;
- Fellowships then memberships of professional institutions and learned bodies;
- Membership of the armed forces; and
- Parliamentary designations (always last) - either MP (for members of the federal House of Representatives) or MP, MLC or MLA for members of state parliament (according to the preference of the person concerned).

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff; University associates; students; graduands; graduates; global campuses and entities awarding a Curtin degree.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms in Schedule 1 are specific to this manual).

Refer to [Schedule 1](#) for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Honorary Awards Policy](#)

[Honorary Doctorate Procedures](#)

[Curtin Handbook](#)

[Higher Education Standards Framework \(HESF\) 2021: Domain 1](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 April 2028

REVISION HISTORY

Version	Approved/ Rescinded/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Amended	14/07/2016	Chair, Academic Services Committee	EM1632	Sections 4 to 26 Conditional upon approval of the policy by Academic Board on 29 July 2016
	Amended	28/08/2017	Deputy Vice- Chancellor, Academic	EM1717	Section 19, 19.2.2
	Administratively Updated	31/05/2018	Director, Legal and Compliance Services		Amendment to Clause 8.2.4 & 21.2.14 due to Academic Board Resolution AB 72/18 (Regalia colour) & Council Resolution C 175/17 (Honorary Award Policy amendment approval)
	Approved	09/06/2020	Deputy Vice- Chancellor, Academic	EM2019	-
	Approved	10/12/2024	Deputy Vice- Chancellor, Academic	EM2439	Effective 1 January 2025

GRADUATION DOCUMENTATION

1. COMPLIANCE OBLIGATION SUPPORTED

[Awards and Graduation Policy](#)

2. PROCEDURAL DETAILS

- 2.1 Following the conferral date of the award, graduates may receive one complimentary copy of their award certificate, complete academic transcript and graduation statement (official graduation documentation).
- 2.2 To receive official graduation documentation, a graduate will respond to their graduation invitation and follow the graduation registration process.
- 2.3 A graduate conferred with a double degree will receive two award certificates, two graduation statements (one for each degree) and one academic transcript.
- 2.4 All official graduation documentation will be issued digitally. A hard copy of the Award Certificate will also be provided.
- 2.5 A prescribed fee will be charged for the production of official graduation documentation that remains uncollected by a student after a period of one or more years.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff; University associates; students; graduands; graduates; global campuses and entities awarding a Curtin degree.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms in Schedule 1 are specific to this manual).

Refer to [Schedule 1](#) for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Graduation Statement Procedure – Awards and Graduation Manual](#)

[Higher Education Standards Framework \(HESF\) 2021: Domain 1](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 April 2028

REVISION HISTORY

Version	Approved/ Rescinded/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
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	Amended	14/07/2016	Chair, Academic Services Committee	EM1632	Sections 4 to 26 Conditional upon approval of the policy by Academic Board on 29 July 2016
	Amended	28/08/2017	Deputy Vice-Chancellor, Academic	EM1717	Section 19, 19.2.2
	Administratively Updated	31/05/2018	Director, Legal and Compliance Services		Amendment to Clause 8.2.4 & 21.2.14 due to Academic Board Resolution AB 72/18 (Regalia colour) & Council Resolution C 175/17 (Honorary Award Policy amendment approval)
	Approved	09/06/2020	Deputy Vice-Chancellor, Academic	EM2020	-
	Approved	10/12/2024	Deputy Vice-Chancellor, Academic	EM2440	Effective 1 January 2025

GRADUATION STATEMENT

1. COMPLIANCE OBLIGATION SUPPORTED

[Awards and Graduation Policy](#)

2. PROCEDURAL DETAILS

- 2.1 Issuing of the Graduation Statement occurs as part of the production of the official graduation documentation (see [Graduation Documentation Procedure](#)).
- 2.2 The format and content of the graduation statement will be in accordance with the Guidelines for the Presentation of the Australian Higher Education Graduation Statement (as amended from time to time), issued by the Australian Government.
- 2.3 All text content of the graduation statement will be stored in Student One.
- 2.4 Responsibility for approving text and content of the graduation statement is as set out below:

SECTION CONTENT	RESPONSIBLE OFFICER
Section 1 – The <u>Graduate</u>	Academic Registrar
Section 2 – The Award	Manager, Curriculum Transformation
Section 3 – Awarding Institution	Vice-Chancellor
Section 4 – <u>Graduate's</u> Academic Achievements <i>Compulsory Items (excluding thesis title and 100 word extract)</i>	Academic Registrar
Section 4 – <u>Graduate's</u> Academic Achievements <i>Thesis title and 100-word extract (if applicable)</i>	Associate Deputy Vice-Chancellor, Research
Section 4 – <u>Graduate's</u> Academic Achievements <i>Optional Items</i>	Academic Registrar
Section 5 - Description of the Australian Higher Education System	Australian Government

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff; University associates; students; graduands; graduates; global campuses and entities awarding a Curtin degree.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms in Schedule 1 are specific to this manual).

Refer to [Schedule 1](#) for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Graduation Documentation Procedure – Awards and Graduation Manual](#)

[Higher Education Standards Framework \(HESF\) 2021: Domain 1](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 April 2028

REVISION HISTORY

Version	Approved/ Rescinded/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Amended	14/07/2016	Chair, Academic Services Committee	EM1632	Sections 4 to 26 Conditional upon approval of the policy by Academic Board on 29 July 2016
	Amended	28/08/2017	Deputy Vice- Chancellor, Academic	EM1717	Section 19, 19.2.2
	Administratively Updated	31/05/2018	Director, Legal and Compliance Services		Amendment to Clause 8.2.4 & 21.2.14 due to Academic Board Resolution AB 72/18 (Regalia colour) & Council Resolution C 175/17 (Honorary Award Policy amendment approval)
	Approved	09/06/2020	Deputy Vice- Chancellor, Academic	EM2021	-
	Approved	10/12/2024	Deputy Vice- Chancellor, Academic	EM2441	Effective 1 January 2025

HDR LETTER OF COMMENDATION

1. COMPLIANCE OBLIGATION SUPPORTED

[Awards and Graduation Policy](#)

2. PROCEDURAL DETAILS

- 2.1 Where it is determined that a research masters or doctoral student has submitted an outstanding thesis, a Letter of Commendation signed by the Chancellor and presented on the Chancellor's letterhead may be issued to the student.
- 2.2 Normally, no more than 10 percent of students receive these commendations.
- 2.3 Nominations for a Letter of Commendation will normally be made to the Associate Deputy Vice-Chancellor, Research by the Chairperson of the student's Thesis Committee and as supported by the relevant Faculty Graduate Studies Committee.
- 2.4 The Associate Deputy Vice-Chancellor, Research will review the nomination and may approve a Letter of Commendation and refer it to the Chancellor for signature.
- 2.5 Research Office at Curtin will issue Letters of Commendation and a comment will be included on the student's academic transcript and graduation statement.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, University associates and eligible Research Masters or Doctoral students, graduands and graduates; global campuses and entities awarding a Curtin degree.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms in Schedule 1 are specific to this manual).

Refer to [Schedule 1](#) for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Higher Education Standards Framework \(HESF\) 2021: Domain 1](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 April 2028

REVISION HISTORY

Version	Approved/ Rescinded/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Amended	14/07/2016	Chair, Academic Services Committee	EM1632	Sections 4 to 26 Conditional upon approval of the policy by Academic Board on 29 July 2016
	Amended	28/08/2017	Deputy Vice- Chancellor, Academic	EM1717	Section 19, 19.2.2

	Administratively Updated	31/05/2018	Director, Legal and Compliance Services		Amendment to Clause 8.2.4 & 21.2.14 due to Academic Board Resolution AB 72/18 (Regalia colour) & Council Resolution C 175/17 (Honorary Award Policy amendment approval)
	Approved	09/06/2020	Deputy Vice-Chancellor, Academic	EM2022	-
	Approved	10/12/2024	Deputy Vice-Chancellor, Academic	EM2442	Effective 1 January 2025

AWARD WITH DISTINCTION

1. COMPLIANCE OBLIGATION SUPPORTED

[Awards and Graduation Policy](#)

2. PROCEDURAL DETAILS

- 2.1 An award may be granted to a student "With Distinction" in recognition of outstanding performance in a course. The award certificate will bear the notation "With Distinction".
- 2.2 All students in a single degree course who obtain a course-weighted average (CWA) of equal to or greater than 80.00 will be considered to have achieved outstanding performance in their course and will be granted an Award with Distinction.
- 2.3 All students in a double degree course who obtain an award weighted average (AWA) of equal to or greater than 80.00 in one or both degrees will be considered to have achieved outstanding performance in their course and will be granted an Award with Distinction for that degree.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff; University associates; eligible students (excluding HDR); graduands; graduates; global campuses and entities awarding a Curtin degree.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms in Schedule 1 are specific to this manual).

Refer to [Schedule 1](#) for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Assessment and Student Progression Manual](#)

[Higher Education Standards Framework \(HESF\) 2021: Domain 1](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 April 2028

REVISION HISTORY

Version	Approved/ Rescinded/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Amended	14/07/2016	Chair, Academic Services Committee	EM1632	Sections 4 to 26 Conditional upon approval of the policy by Academic Board on 29 July 2016

	Amended	28/08/2017	Deputy Vice-Chancellor, Academic	EM1717	Section 19, 19.2.2
	Administratively Updated	31/05/2018	Director, Legal and Compliance Services		Amendment to Clause 8.2.4 & 21.2.14 due to Academic Board Resolution AB 72/18 (Regalia colour) & Council Resolution C 175/17 (Honorary Award Policy amendment approval)
	Approved	09/06/2020	Deputy Vice-Chancellor, Academic	EM2023	-
	Approved	18/05/2022	Deputy Vice-Chancellor, Academic	EM2211	Effective 01 June 2022
	Approved	10/12/2024	Deputy Vice-Chancellor, Academic	EM2443	Effective 1 January 2025

POSTHUMOUS AWARDS

1. COMPLIANCE OBLIGATION SUPPORTED

[Awards and Graduation Policy](#)

2. PROCEDURAL DETAILS

2.1 General

- 2.1.1 An award may be granted posthumously where a student has:
- completed the requirements of an award but is deceased before being conferred; or
 - is deceased prior to completing the requirements of the award. Under these circumstances it would normally be expected that the student:
 - is close to completion (e.g. more than 80% of the required units are complete); and
 - would have reasonably been expected to complete, had they been able to continue.
- 2.1.2 A posthumous award may be granted for an HDR student who is deceased prior to completing the requirements of the award. Under these circumstances, it would normally be expected that the candidate:
- will have completed Milestone #3 and a substantial amount of the thesis is completed; or
 - in the event that a candidate has not completed a Milestone #3 presentation for a Doctoral Award, the candidate may be considered for a Master of Philosophy award.

2.2 Posthumous Award Recommendation

- 2.2.1 For coursework students (excluding coursework doctoral students), a recommendation to grant a posthumous award will generally be made by the relevant Faculty Pro Vice-Chancellor.
- 2.2.2 For HDR students, a recommendation to grant a posthumous award will generally be made by the Associate Deputy Vice-Chancellor, Research.
- 2.2.3 The relevant Faculty Pro Vice-Chancellor or Associate Deputy Vice-Chancellor, Research will request the Academic Registrar award the degree posthumously.

2.3 Approval Authority

- 2.3.1 The Academic Registrar is the approving authority for all posthumous awards. Cases will be considered in consultation with the relevant Pro Vice-Chancellor or Associate Deputy Vice-Chancellor, Research.
- Where an HDR student has completed their dissertation prior to examination, the submission of the thesis for examination may occur with the approval of the Associate Deputy Vice-Chancellor, Research.
- 2.3.2 If approved, the Academic Registrar will authorise the issue of the award certificate.
- 2.3.3 The Academic Registrar may also approve the granting of a posthumous award where a student is deceased or in exceptional circumstances, where a student receives a terminal diagnosis prior to completing the requirements of the award.

2.4 Posthumous Award Collection

- 2.4.1 The proxy of the posthumous award recipient may choose to receive the award certificate at a private or public graduation ceremony, by mail or by collection in person.
- 2.4.2 If the proxy chooses to attend a public graduation ceremony and agrees, the award certificate will be presented to the proxy during the ceremony. An announcement may be made that the award is being made posthumously. There is no requirement for the proxy to wear regalia.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff; University associates; students; graduands; graduates; global campuses and entities awarding a Curtin degree.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms in Schedule 1 are specific to this manual).

Refer to [Schedule 1](#) for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Assessment and Student Progression Manual](#)

[Higher Degree by Research \(HDR\) Student Progression Policy](#)

[Higher Degree by Research \(HDR\) Student Progression Procedures](#)

[Higher Education Standards Framework \(HESF\) 2021: Domain 1](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 April 2028

REVISION HISTORY

Version	Approved/ Rescinded/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Amended	14/07/2016	Chair, Academic Services Committee	EM1632	Sections 4 to 26 Conditional upon approval of the policy by Academic Board on 29 July 2016
	Amended	28/08/2017	Deputy Vice- Chancellor, Academic	EM1717	Section 19, 19.2.2
	Administratively Updated	31/05/2018	Director, Legal and Compliance Services		Amendment to Clause 8.2.4 & 21.2.14 due to Academic Board Resolution AB 72/18 (Regalia colour) & Council Resolution C 175/17 (Honorary Award Policy amendment approval)
	Approved	21/11/2019	Deputy Vice- Chancellor, Academic	EM1954	Section 14, Posthumous Awards Procedures (Clauses 14.2.1.1, 14.2.1.2 and 14.2.7)
	Approved	09/06/2020	Deputy Vice- Chancellor, Academic	EM2024	-
	Approved	10/12/2024	Deputy Vice- Chancellor, Academic	EM2444	Effective 1 January 2025

REPLACEMENT AWARD CERTIFICATES

1. COMPLIANCE OBLIGATION SUPPORTED

[Awards and Graduation Policy](#)

2. PROCEDURAL DETAILS

- 2.1 A replacement award certificate is a legal document.
- 2.2 The Vice-Chancellor as the delegate of Council will approve the conferral of all replacement award certificates.
- 2.3 The Graduation Seal will be affixed to all replacement award certificates with the notation “**Replacing Original Award dated DD Month YYYY**”.
- 2.4 Lost, Stolen or Destroyed Award Certificate**
 - 2.4.1 Graduates applying for a replacement award certificate will provide an original statutory declaration, duly authorised, stating that the award certificate has been lost, stolen or destroyed.
 - 2.4.2 If the original award certificate is subsequently recovered, it will be returned to the University.
 - 2.4.3 A fee will be charged for a replacement award certificate, unless otherwise approved by the Chief Student Services Officer.
- 2.5 Non-Receipt of Award Certificate**
 - 2.5.1 Where a student states that they have never received their award certificate but University records show that it was correctly sent, a duly authorised statutory declaration stating that the award certificate has never been received, will be provided.
 - 2.5.2 Where the request is lodged 12 months or more after conferral of the award, a fee will be charged for a replacement award certificate unless otherwise approved by the Chief Student Services Officer.
- 2.6 Damaged Award Certificates**
 - 2.6.1 A replacement award certificate may be issued where the original is damaged.
 - 2.6.2 A fee will be charged for a replacement award certificate, unless otherwise approved by the Chief Student Services Officer.
 - 2.6.3 The damaged original will be returned to and destroyed by the Progression, Assessment and Awards Office.
- 2.7 An award certificate may be replaced without a fee being charged under special circumstances at the discretion of the Academic Registrar.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff; University associates; students; graduands; graduates; global campuses and entities awarding a Curtin degree.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms in Schedule 1 are specific to this manual).

Refer to [Schedule 1](#) for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Higher Education Standards Framework \(HESF\) 2021: Domain 1](#)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 April 2028

REVISION HISTORY

Version	Approved/ Rescinded/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Amended	14/07/2016	Chair, Academic Services Committee	EM1632	Sections 4 to 26 Conditional upon approval of the policy by Academic Board on 29 July 2016
	Amended	28/08/2017	Deputy Vice- Chancellor, Academic	EM1717	Section 19, 19.2.2
	Administratively Updated	31/05/2018	Director, Legal and Compliance Services		Amendment to Clause 8.2.4 & 21.2.14 due to Academic Board Resolution AB 72/18 (Regalia colour) & Council Resolution C 175/17 (Honorary Award Policy amendment approval)
	Approved	09/06/2020	Deputy Vice- Chancellor, Academic	EM2025	-
	Approved	10/12/2024	Deputy Vice- Chancellor, Academic	EM2445	Effective 1 January 2025

AWARD CERTIFICATE AMENDMENTS

1. COMPLIANCE OBLIGATION SUPPORTED

[Awards and Graduation Policy](#)

2. PROCEDURAL DETAILS

2.1 Once an award certificate is conferred, it may not be amended other than as described in this section.

2.2 Council (or the Vice-Chancellor as delegate of Council) will approve any award certificate amendment(s).

2.3 Change of Name on an Award Certificate

2.3.1 Other than as specified below, all award certificates will be issued in the legal name of the student on the date of conferral.

2.3.2 If a graduate provides evidence after issue of the award certificate that their legal name was different to that appearing on the award certificate at the date of conferral, the graduate may request that the award certificate be re-issued in the correct name.

2.3.3 As part of the request for graduation, a student will be required to approve their formal name prior to conferral.

2.3.4 If a student does not register to graduate prior to the required deadline, it is the student's responsibility to ensure their formal name is correct.

2.3.5 When a student notifies after conferral that they had a change of name effective before the conferral date, a fee will be payable to amend the formal name and re-issue the award in the correct name.

2.3.6 Where a replacement award certificate is issued, the original award certificate will be returned to the University.

2.3.7 If approved, the new award certificate will bear the notation (unless a variation is approved by the Academic Registrar):

“Reissued on <date> with an approved change to [legal name]”.

2.3.8 A fee will be charged for the re-issued award certificate, unless otherwise approved by the Chief Student Services Officer.

2.3.9 The original award certificate will be returned to the University.

2.4 Exceptions

2.4.1 An award certificate may be re-issued in a name other than the legal name of the student at the time of conferral in limited circumstances, and only with the approval of the Academic Registrar.

2.4.2 Consideration will be given to the re-issue of an award certificate in a name other than the legal name of the student at the time of conferral in the following circumstances:

- gender re-assignment;
- witness protection;
- such other circumstances as are determined to be “exceptional” by the Academic Registrar (this will generally be to protect the health and well-being of the graduate).

2.4.3 If approved, the new award certificate will bear the notation (unless a variation is approved by the Academic Registrar):

“Reissued on <date> with an approved change to [name]”.

2.1 Change of Course Title on an Award Certificate

2.1.1 An award certificate conferred to a student will be for the course that the student completed and will show the title of the course at that time.

2.1.2 A course title will not be changed on a conferred award.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff; University associates; students; graduands; graduates; global campuses and entities awarding a Curtin degree.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms in Schedule 1 are specific to this manual).

Refer to [Schedule 1](#) for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Higher Education Standards Framework \(HESF\) 2021: Domain 1](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 April 2028

REVISION HISTORY

Version	Approved/ Rescinded/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Amended	14/07/2016	Chair, Academic Services Committee	EM1632	Sections 4 to 26 Conditional upon approval of the policy by Academic Board on 29 July 2016
	Amended	28/08/2017	Deputy Vice- Chancellor, Academic	EM1717	Section 19, 19.2.2
	Administratively Updated	31/05/2018	Director, Legal and Compliance Services		Amendment to Clause 8.2.4 & 21.2.14 due to Academic Board Resolution AB 72/18 (Regalia colour) & Council Resolution C 175/17 (Honorary Award Policy amendment approval)
	Approved	09/06/2020	Deputy Vice- Chancellor, Academic	EM2026	-
	Approved	10/12/2024	Deputy Vice- Chancellor, Academic	EM2446	Effective 1 January 2025

RESCISSION OF AWARD CERTIFICATE

1. COMPLIANCE OBLIGATION SUPPORTED

[Curtin University Act 1966 \(WA\)](#)

[Statute No. 10 – Student Discipline](#)

[Awards and Graduation Policy](#)

2. PROCEDURAL DETAILS

- 2.1 The Head of School or Chief Student Services Officer may request for an award to be rescinded by completing and submitting the Rescind Award form if:
 - 2.1.1 the incorrect award title has been recorded by the University and the award conferred; or
 - 2.1.2 the student has had their award incorrectly conferred due to an administration error.
- 2.2 The Academic Registrar (or authorised officer) may request for an award to be rescinded by completing and submitting the Rescind Award form if the rescission of the award is a penalty of student misconduct.
- 2.3 All awards will go to University Council for approval to be rescinded.
- 2.4 All rescinded awards will be submitted to the Vice-Chancellor for noting and the original award certificate (if issued), will be destroyed by the Progression, Assessment and Awards Office.
- 2.5 All rescinded awards are recorded in the Student Management System.
- 2.6 A change of name or change to the level of the award does not require the rescinding of an award.
- 2.7 Where a student has passed their course requirements and the correct award has been conferred by Council, the award may not be rescinded, unless a student who has been approved an Intermediate Award is revoking the award.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff; University associates; students; graduands; graduates; global campuses and entities awarding a Curtin degree.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms in Schedule 1 are specific to this manual).

Refer to [Schedule 1](#) for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Statute No.10 – Student Discipline](#)

[Academic Misconduct Rules](#)

[General Misconduct Rules](#)

[Academic Record Fraud Rules](#)

[Higher Education Standards Framework \(HESF\) 2021: Domain 1](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 April 2028

REVISION HISTORY

Version	Approved/ Rescinded/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Amended	14/07/2016	Chair, Academic Services Committee	EM1632	Sections 4 to 26 Conditional upon approval of the policy by Academic Board on 29 July 2016
	Amended	28/08/2017	Deputy Vice- Chancellor, Academic	EM1717	Section 19, 19.2.2
	Administratively Updated	31/05/2018	Director, Legal and Compliance Services		Amendment to Clause 8.2.4 & 21.2.14 due to Academic Board Resolution AB 72/18 (Regalia colour) & Council Resolution C 175/17 (Honorary Award Policy amendment approval)
	Approved	09/06/2020	Deputy Vice- Chancellor, Academic	EM2027	-
	Approved	10/12/2024	Deputy Vice- Chancellor, Academic	EM2447	Effective 1 January 2025

GRADUATION CEREMONY ADMINISTRATION

1. COMPLIANCE OBLIGATION SUPPORTED

[Awards and Graduation Policy](#)

2. PROCEDURAL DETAILS

- 2.1 ~~Student~~ Services or such other parties as approved by the Chief Student Services Officer (for example in regional and offshore locations), will organise and host graduation ceremonies.
- 2.2 The Deputy Vice-Chancellor, Academic approves dates for graduation ceremonies on the recommendation of the Chief Student Services Officer (or authorised officer). Approved dates will be published on the University website.
- 2.3 Graduation ceremonies will be held locally in Western Australia, regionally and overseas where Curtin campuses are located.
- 2.4 Honorary awards may be awarded at graduation ceremonies.
- 2.5 Each Faculty may administer prize-giving ceremonies separate to the ~~graduation ceremony~~. These are not events run by the Student Services.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff; University associates; ~~students~~; ~~graduands~~; ~~graduates~~; global campuses and entities awarding a Curtin degree.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms in Schedule 1 are specific to this manual).

Refer to [Schedule 1](#) for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Higher Education Standards Framework \(HESF\) 2021: Domain 1](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 April 2028

REVISION HISTORY

Version	Approved/ Rescinded/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Amended	14/07/2016	Chair, Academic Services Committee	EM1632	Sections 4 to 26 Conditional upon approval of the policy by Academic Board on 29 July 2016
	Amended	28/08/2017	Deputy Vice- Chancellor, Academic	EM1717	Section 19, 19.2.2

	Administratively Updated	31/05/2018	Director, Legal and Compliance Services		Amendment to Clause 8.2.4 & 21.2.14 due to Academic Board Resolution AB 72/18 (Regalia colour) & Council Resolution C 175/17 (Honorary Award Policy amendment approval)
	Approved	09/06/2020	Deputy Vice-Chancellor, Academic	EM2028	-
	Approved	10/12/2024	Deputy Vice-Chancellor, Academic	EM2448	Effective 1 January 2025

ATTENDANCE AT GRADUATION CEREMONIES

1. COMPLIANCE OBLIGATION SUPPORTED

[Awards and Graduation Policy](#)

2. PROCEDURAL DETAILS

- 2.1 Eligible Graduates will be permitted to attend only one ceremony per degree.
- 2.2 Graduates receiving a double degree will receive two separate degrees; each approved by the individual school but will only be permitted to attend one ceremony.
- 2.3 Graduates from a double degree will only attend the graduation ceremony of their owning school however, both degree titles will be acknowledged at the ceremony.
- 2.4 Graduates will be invited to attend a ceremony and register by a deadline set by the Progression, Assessment and Awards Office.
- 2.5 If a graduate does not register in accordance with 2.4, the University cannot guarantee a place. If attendance at a ceremony is permitted, a fee may be payable.
- 2.6 Where a graduate attends a ceremony, they will receive their award certificate at the ceremony and cannot elect to have it mailed to them.
- 2.7 Only AQF Level 7 and above degree students will be entitled to attend a graduation ceremony.
- 2.8 Graduates will be expected to attend their ceremony within 12 months of conferral.
- 2.9 If a graduate has already been issued with their award certificate they will not be permitted to attend a ceremony for that award, unless approved by the Manager Progression, Assessment and Awards.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff; University associates; students; graduands; graduates; global campuses and entities awarding a Curtin degree.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms in Schedule 1 are specific to this manual).

Refer to [Schedule 1](#) for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Higher Education Standards Framework \(HESF\) 2021: Domain 1](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 April 2028

REVISION HISTORY

Version	Approved/ Rescinded/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Amended	14/07/2016	Chair, Academic Services Committee	EM1632	Sections 4 to 26 Conditional upon approval of the policy by Academic Board on 29 July 2016
	Amended	28/08/2017	Deputy Vice- Chancellor, Academic	EM1717	Section 19, 19.2.2
	Administratively Updated	31/05/2018	Director, Legal and Compliance Services		Amendment to Clause 8.2.4 & 21.2.14 due to Academic Board Resolution AB 72/18 (Regalia colour) & Council Resolution C 175/17 (Honorary Award Policy amendment approval)
	Approved	09/06/2020	Deputy Vice- Chancellor, Academic	EM2029	-
	Approved	10/12/2024	Deputy Vice- Chancellor, Academic	EM2449	Effective 1 January 2025

ACADEMIC REGALIA

1. COMPLIANCE OBLIGATION SUPPORTED

[Awards and Graduation Policy](#)

2. PROCEDURAL DETAILS

- 2.1 All graduates attending a ceremony for presentation of their award certificate will wear the Curtin specified academic regalia for the award being received.
- 2.2 A graduate receiving their award will not wear academic regalia representing another degree (excluding double or multiple degrees) or regalia from another university.
- 2.3 A graduate receiving more than one degree at a ceremony may wear academic regalia applicable to any of the degrees they receive.
- 2.4 All regalia will be clearly visible and not obscured by unapproved items.

2.5 Undergraduate and Postgraduate (excluding doctoral) Regalia

- 2.5.1 The gown will be a black robe of the Cambridge Doctors' shape, except that the sleeve ending is pointed and not rounded off.
- 2.5.2 The sash, which is worn over the shoulders, will consist of a curved draped cowl at the back with panels hanging freely on each side at the front.
- 2.5.3 The colour for the discipline will appear on both the panels and the cowl.
- 2.5.4 The front panels will be 775 mm long with widths varying with the qualifications as shown below.

- The colour for the discipline extends for the length of the panel. The panels are linked by a small rectangular panel (75 mm wide by 63 mm high) to the cowl.
- The University logo (47 mm high) will be embroidered in gold coloured silk thread and over-locked onto the small panel. In master degrees the discipline colour will cover the cowl. For all award levels below master, the discipline colour will line the inside of the cowl.
- When the sash is correctly worn, the panel with the logo should be about 100 mm below the top of the shoulder.
- The width of the panel by the level of the award will be as follows:

Master Degree	142 mm
Postgraduate/Graduate Diploma	142 mm
Graduate Certificate	142 mm
Honours	80 mm
Bachelor Degree	75 mm
Associate Degree/Diploma	75 mm with 29 mm contrast
Diploma	75 mm with 29 mm contrast

- The following colours, expressed in terms of the British Colour Council Dictionary of Standard Colours, 1951 for Academic Dress, will distinguish the disciplines.

Agriculture	BCC No 21	Eau-de-Nil
Architecture	BCC No 36	Claret
Arts	BCC No 147	Smalt
Business	BCC No 124	Azalea
Education	BCC No 179	Violet
Engineering	BCC No 232	Pastel Yellow
Health Science	BCC No 193	Powder Blue
Law	BCC No 151	Pearl White

Medicine	BCC No 153	Silver Grey
Mining	BCC No 75	Chartreuse Yellow
Pharmacy	BCC No 199	Fuchsia
Science	BCC No 100	Spectrum Green
Social Work	BCC No 221	Egg-Shell Blue

2.5.5 Wearing of a mortarboard is optional for recipients of awards below master level except associate diplomas/degrees, who will not be permitted to wear a mortarboard.

2.5.6 Black mortarboards will form part of the academic regalia for master degree graduates and be distinguished from other graduates by a gold tassel.

2.5.7 The tassel will be worn on the left side.

2.6 Doctoral Regalia

2.6.1 The doctoral regalia will be a burgundy cloth robe of the Cambridge Doctors' shape, except that the sleeve ending is pointed and not rounded off, with a black braided sleeve decoration. The facings and sleeve linings will be black in colour with 100 mm square patches at 100 mm intervals. The hood will be full-shaped with rounded corners with a black lining.

2.6.2 All Curtin University doctoral regalia will be distinguished by burgundy and black linings to the hood. The colour is revealed by turning over the top of the hood and forming the traditional fold. The headwear will be a black Tudor bonnet.

2.7 Honorary Regalia

2.7.1 The honorary regalia will be a burgundy cloth robe of the Cambridge Doctors' shape, except that the sleeve ending is pointed and not rounded off, with a black braided sleeve decoration. The facings and sleeve linings are black in colour with 100 mm square patches at 100 mm intervals. The hood will be full-shaped with rounded corners and have the appropriate doctoral colour along with the black lining. The headwear will be a black Tudor bonnet.

2.7.2 The honorary regalia will be distinguished by the colour of the hood. The colour is revealed by turning over the top of the hood and forming the traditional fold. The appropriate colour for an Honorary Doctorate is BCC No.115 (Old Gold).

2.7.3 The University will provide, on a loan basis, appropriate academic dress to an honorary award recipient for the presentation ceremony and for all other occasions when the honorary award recipient is representing Curtin University and academic dress is required.

2.7.4 Curtin University will not provide academic regalia to Curtin University Fellows or John Curtin Medallists.

2.8 Other Regalia

2.8.1 All other regalia will bear the Gold Curtin badge appropriately affixed to the gown.

- Chancellor – black in colour with purple trim, black lining and wide gold braiding and a black Tudor Bonnet with gold tassel.
- Vice-Chancellor – black in colour with purple trim, black lining and wide silver braiding and a black Tudor Bonnet with silver tassel.
- Pro Vice-Chancellor – black in colour with purple trim, black lining and thin gold braiding and a black Tudor bonnet with gold tassel, crests down the front.
- Council Members – black in colour with gold trim, gold braiding and no headwear.
- Guild President – black in colour with gold trim, gold braiding and no headwear.

2.8.2 At the request of a special guest, the Progression, Assessment and Awards Office will provide a gown, black in colour with green trim on a loan basis.

2.8.3 John Curtin Medallist's regalia will consist of a black gown, dark green sash and no headwear.

2.8.4 External community members of the stage party including the Visitor will wear:

- their own academic regalia;
- full dress uniform if they are a member of one of the forces; or
- smart business attire.

2.8.5 The Master of Ceremonies and Occasional Speaker will wear either academic dress appropriate to their qualification or dress in smart business attire.

2.8.6 It is the responsibility of all other members of the stage party to wear appropriate academic regalia for their qualification.

2.9 Aboriginal/Torres Strait Islander Sash

2.9.1 Graduates of Aboriginal or Torres Strait Islander descent may choose to wear an approved identifying sash in addition to their discipline sash.

2.9.2 Approval will be given by the Academic Registrar in consultation with the Head, Centre for Aboriginal Studies.

2.9 Deviation from the above procedures requires prior approval from the Academic Registrar.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff; University associates; students; graduands; graduates; global campuses and entities awarding a Curtin degree.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms in Schedule 1 are specific to this manual).

Refer to [Schedule 1](#) for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Honorary Awards Policy](#)

[Honorary Doctorate Procedures](#)

[Higher Education Standards Framework \(HESF\) 2021: Domain 1](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 April 2028

REVISION HISTORY

Version	Approved/ Rescinded/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Amended	14/07/2016	Chair, Academic Services Committee	EM1632	Sections 4 to 26

					Conditional upon approval of the policy by Academic Board on 29 July 2016
	Amended	28/08/2017	Deputy Vice-Chancellor, Academic	EM1717	Section 19, 19.2.2
	Administratively Updated	31/05/2018	Director, Legal and Compliance Services		Amendment to Clause 8.2.4 & 21.2.14 due to Academic Board Resolution AB 72/18 (Regalia colour) & Council Resolution C 175/17 (Honorary Award Policy amendment approval)
	Approved	09/06/2020	Deputy Vice-Chancellor, Academic	EM2030	-
	Approved	10/12/2024	Deputy Vice-Chancellor, Academic	EM2450	Effective 1 January 2025

VICE-CHANCELLOR'S LIST

1. COMPLIANCE OBLIGATION SUPPORTED

[Awards and Graduation Policy](#)

2. PROCEDURAL DETAILS

2.1 Vice-Chancellor's List Eligibility

2.1.1 To be eligible for the Vice-Chancellor's List, the student:

2.1.1.1 will be enrolled in an undergraduate course;

2.1.1.2 will attain a SWA of 85.00 or higher in the relevant study period relating to an enrolment of at least 75 credits and the SWA will be in the top one percent of students in an undergraduate course in a specified period (for example, study period or calendar period).

2.1.2 A student who is studying part time and enrolled in less than 75 credits in a study period may still be eligible for the Vice-Chancellor's List provided they achieve consecutive SWAs of 85.00 or more covering at least 75 credits.

2.1.3 A study period during which a student is enrolled in less than 75 credits may not be used in isolation to determine eligibility for the Vice-Chancellor's List.

2.2 Determining Nominations for Membership of the Vice-Chancellor's List

2.2.1 The sole criterion for membership of the Vice-Chancellor's List is academic performance.

2.2.2 The Pro Vice-Chancellor (or nominee) is responsible for identifying and nominating the top one percent of students in the course in the specified period who have achieved a SWA of 85.00 or higher.

2.2.3 Students in a course comprise all enrolled students irrespective of location or enrolment category (for example, full-time or part-time, domestic or international, onshore or offshore, internal or external).

2.2.4 A student may be nominated for membership of the Vice-Chancellor's List on multiple occasions and in consecutive study periods.

2.3 Maximum of One Percent of Students in Faculty

2.3.1 The number of students nominated for the Vice-Chancellor's List within each Faculty for a specified period will not exceed one percent of the eligible students in the Faculty.

2.4 Nominations where there are Less than 100 Students in a Course

2.4.1 Where there are less than 100 students enrolled in a course in the specified period, one student may be nominated for the Vice-Chancellor's List, provided:

- they have a SWA of 85.00 or more; and
- this does not result in more than one percent of eligible students in the Faculty being nominated.

2.5 Approval of Nominations for Vice-Chancellor's List

2.5.1 The Academic Registrar, on the recommendation of the Manager Progression, Assessment and Awards, will be responsible for determining students to be admitted to membership of the Vice-Chancellor's List.

2.5.2 The Academic Registrar may admit additional students to a Vice-Chancellor's List at their discretion.

2.6 Issue of Certificate

2.6.1 An official certificate confirming membership of the Vice-Chancellor's List will be issued to the student on each occasion the student is admitted to the List. The certificate does not bear the Graduation Seal. The Progression, Assessment and Awards Office will issue the certificate.

2.7 Format of Certificate

- 2.7.1 The certificate will bear the name of the student, the number of times the student has been admitted to the List and the study periods in which the student achieved the results that resulted in admission to the Vice-Chancellor's List.
- 2.7.2 The name on the certificate will be the student's formal name and will be title case in 28pt Times New Roman font.
- 2.7.3 The number of times the student has attained membership of the Vice-Chancellor's List will be uppercase in 12pt Arial font.
- 2.7.4 The study period(s) for which the person has been nominated will be listed in ascending order and will be title case in 10pt Arial font.



- 2.7.5 Membership of the Vice-Chancellor's List is recorded on the academic transcript.
- 2.7.6 If the student attends a graduation ceremony to receive the award certificate for the course in which membership of the Vice-Chancellor's List was attained, the student's inclusion on the List will be mentioned at the ceremony.
- 2.7.7 The insertion of the notation to the Vice-Chancellor's List on Student One is the responsibility of the Progression, Assessment and Awards Office.
- 2.7.8 The Progression, Assessment and Awards Office will administer the formal recognition of a member of the Vice-Chancellor's List by means of an annual presentation ceremony hosted by the Vice-Chancellor. Academic dress is not required.
- 2.7.9 A Vice-Chancellor's List lapel badge will be given to each student on his or her first nomination to the List.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, University associates, eligible students enrolled in an Undergraduate course (including Honours) or eligible Curtin University graduands or graduates.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms in Schedule 1 are specific to this manual).

Refer to [Schedule 1](#) for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Assessment and Student Progression Manual](#)

[Higher Education Standards Framework \(HESF\) 2021: Domain 1](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 April 2028

REVISION HISTORY

Version	Approved/ Rescinded/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Amended	14/07/2016	Chair, Academic Services Committee	EM1632	Sections 4 to 26 Conditional upon approval of the policy by Academic Board on 29 July 2016
	Amended	28/08/2017	Deputy Vice- Chancellor, Academic	EM1717	Section 19, 19.2.2
	Administratively Updated	31/05/2018	Director, Legal and Compliance Services		Amendment to Clause 8.2.4 & 21.2.14 due to Academic Board Resolution AB 72/18 (Regalia colour) & Council Resolution C 175/17 (Honorary Award Policy amendment approval)
	Approved	09/06/2020	Deputy Vice- Chancellor, Academic	EM2031	-
	Approved	10/12/2024	Deputy Vice- Chancellor, Academic	EM2451	Effective 1 January 2025

SUPPRESSION OF STUDENT AWARD DETAILS

1. COMPLIANCE OBLIGATION SUPPORTED

[Awards and Graduation Policy](#)

2. PROCEDURAL DETAILS

- 2.1 A graduate may request to have their details suppressed where the following circumstances apply:
 - 2.1.1 Witness protection;
 - 2.1.2 Other circumstances as are determined to be “exceptional” by the Manager Progression, Assessment and Awards (exceptional circumstances are considered those where the suppression of details will protect the health and well-being of the graduate).
- 2.2 Graduates will contact the Progression, Assessment and Awards Office, Student Services, Perth Campus and complete the appropriate application form.
- 2.3 Progression, Assessment and Awards Office staff members will confirm with the applicant the significance of their record being suppressed and will provide the relevant information with sensitivity and discretion.
- 2.4 The Manager Progression, Assessment and Awards will determine whether the applicant has met the circumstances required for the suppression of their record and advise the graduate of the outcome of their application, and the ability to dispute the decision.
- 2.5 Where there is any dispute in relation to the approval or rejection of a suppression application, the Academic Registrar will determine the matter.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff; University associates; students; graduands; graduates; global campuses and entities awarding a Curtin degree.

5. DEFINITIONS

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Refer to [Schedule 1](#) for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Higher Education Standards Framework \(HESF\) 2021: Domain 1](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 April 2028

REVISION HISTORY

Version	Approved/ Rescinded/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
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	Approved	09/06/2020	Deputy Vice- Chancellor, Academic	EM2032	-
	Approved	10/12/2024	Deputy Vice- Chancellor, Academic	EM2452	Effective 1 January 2025

SCHEDULES

Schedule 1: Definitions

The following definitions apply to all sections of this manual.

Academic Regalia

The full dress for the award being received.

Australian Higher Education Graduation Statement (graduation statement)

A document provided by Australian higher education institutions to graduation students on completion of the requirements for a particular higher education award. It provides a description of the nature, level, context, and status of studies that were pursued by the individual named. Its purpose is to assist in both national and international recognition of Australian qualifications and to promote international mobility and professional recognition of graduates.

Award Certificate

The official University certificate bearing the Curtin Graduation Seal conferred by Council, which confirms completion of an award course of study.

Award Number

The sequential number allocated to an award conferred by Council.

Award with Distinction

Is granted by the Board of Examiners in recognition of outstanding performance in the course.

Award with Honours

Is earned either as the outcome of a year of study that is additional to a bachelor degree in a discipline or as the outcome of an honours program that is studied concurrently with a normal pass degree of four years or more in a discipline.

Award Weighted Average (AWA)

A calculation of a student's weighted average percentage mark for all Grade/ Mark units within a specific degree in a double degree program. The AWA is used to assess eligibility for distinctions on a degree-by-degree basis, allowing recognition of outstanding performance in one degree independently of the other.

Australian Qualifications Framework (AQF)

Specifies the standards for educational qualifications in Australia. AQF levels and the AQF levels criteria are an indication of the relative complexity and/or depth of achievement and the autonomy required to demonstrate that achievement.

Board of Examiners (BoE)

A committee that is constituted for each award course to ensure that the assessment and determination of performance of each student enrolled in that course is conducted in a fair and equitable manner.

Change of Name

Is when the formal name of a student is changed during the course of their study. A change of name will only occur with proof of identity in the form of certified documentation.

Completion Date

The date on which a Board of Examiners determines that a student has completed all course requirements.

Conferral Date

The date on which Council confers an award on a graduand.

Conferral

Is when Council approves the production of the award certificate and the application of the Curtin Graduation Seal.

Credit (for recognised learning, CRL)

The value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification.

Gown

Refers to the designated Curtin gown for the award being received.

Graduand

A student who has completed the requirements of the course and is awaiting conferral of their award by the Council.

Graduate

A student who has had their award conferred by the Council.

Graduation Ceremony

An official graduation event hosted by Curtin University.

Graduation Seal

The official seal of the University as outlined in Statute 1 and is applied to the award certificate as directed by Council.

Graduation Statement

An Australian Higher Education Graduation Statement.

Head of School

The senior academic position in charge of a school.

Hood

Refers to the cowled attachment worn in conjunction with a doctoral gown.

Letter of Course Completion

An official document issued by the Academic Registrar stating that all academic requirements for the course have been met by the student.

Major

A series of units that pursues learning in depth and provides a coherent and rigorous enquiry of a single discipline or area of study.

Master of Ceremonies

Officiates at a Curtin University graduation ceremony.

Mortarboard

Refers to the designated Curtin headwear for the award being received (with the exception of doctoral degrees).

Official Communications Channel (OCC)

The means by which official correspondence is delivered electronically to students within OASIS.

Occasional Speaker

The speaker at a Curtin University graduation ceremony and may be a member of the public, a Curtin staff member or a Curtin honorary award recipient.

Official Graduation Documentation

The Award Certificate, Graduation Statement and Academic Transcript.

Posthumous Award

An award bestowed on a deceased student in accordance with Posthumous Awards Procedure.

Post-Nominal

The series of letters placed after the name of a person to indicate that the individual holds a position, educational degree, accreditation, office, or honour.

Prize

A reward or special recognition of a student's high achievement in an area, course and/or community activity.

Pro Vice-Chancellor

The senior academic position in charge of a Faculty.

Replacement Award

Refers to the issue of a new award certificate replacing the original award certificate in instances such as theft, damage or misplacement of the original award for an approved fee.

Sanction

A warning that is applied to a student's record to alert the student and staff to outstanding requirements, such as non-payment of fees or charges that may prevent the student from accessing results, re-enrolling or graduating.

Sash

Refers to the coloured sash worn with the gown. The colour denotes the area of study and the level of the award being presented.

School

Is used in this manual as the generic term for an academic area within a Faculty.

Student

A person who is admitted to a course or enrolled in a unit that leads to, or is capable of leading to, an academic award of the University.

Student One

The University's central student records system in which records for all Curtin students will be maintained (with the exception of VTEC students and ELICOS students).

Tudor Bonnet

Refers to the designated Curtin headwear for doctoral degrees.

Universities Australia

The Council of University Presidents, representing Australian Universities nationally and internationally (previously Australian Vice-Chancellors' Committee (AVCC)).

Vice-Chancellor's List

Is for academic excellence and comprises undergraduate students who have been selected from the top one percent of a course in each semester.

Visitor

An appointment as set out in the Curtin University Act and is the Governor of Western Australia.

Vocational Training and Education Centre (VTEC)

A branch of Curtin University that delivers a range of education programs, aligned to the Australian Qualifications Framework, and equivalent to and recognised by Training and Further Education (TAFE).

Working Day

Any day, Monday to Friday, other than University-observed holidays (including Academic and Professional staff observed public holidays) and formal close down periods of the University.

Schedule 2: Awards Bearing the Graduation Seal

Undergraduate

- Associate Degree
- Bachelor
- Bachelor with Honours

Postgraduate (Coursework)

- Graduate Certificate
- Graduate Diploma
- Postgraduate Diploma
- Master
- Doctor

Postgraduate (Research)

- Master
- Doctor

Higher Doctorate

- Doctor of Letters
- Doctor of Science

Honorary Doctorate

- Honorary Doctor of the University
- Honorary Doctor of Arts
- Honorary Doctor of Commerce
- Honorary Doctor of Engineering
- Honorary Doctor of Laws
- Honorary Doctor of Letters
- Honorary Doctor of Medicine
- Honorary Doctor of Science

Other

- Curtin University Fellow