

Conferral and Graduation Policy

Section 1 - Purpose

- (1) The purpose of this policy is to:
- a. define who is eligible for the conferral of an RMIT award
 - b. define who is responsible for managing conferral and graduation, and
 - c. ensure the integrity of awards conferred.

Section 2 - Overview

- (2) This policy ensures:
- a. compliance with relevant standards and legislative requirements
 - b. integrity, authenticity and security of award certification
 - c. qualifications are awarded legitimately.

Section 3 - Scope

- (3) This policy applies to all AQF award programs offered by RMIT, including those offered through RMIT controlled entities, partners and Open Universities Australia in accordance with the [RMIT Statute no.1 \(Amendment No.2\)](#), [Awards Regulations](#) and the [Honorary Degrees Regulations](#).

Section 4 - Policy

- (4) A higher education award may be conferred up to 10 years from when a student fulfils the requirements for completion of the award program.
- (5) RMIT enables conferral of awards as soon as possible and in accordance with the [RMIT Statute](#) and Regulations after students are identified as having fulfilled the requirements of the relevant program.
- (6) Eligible students may elect to have their award conferred at an official graduation ceremony or in absentia.
- (7) RMIT provides graduates with testamurs and certified award documentation in formats that ensure the integrity, security and authenticity of documents.
- (8) Council, in accordance with the [Awards Regulations](#), may posthumously confer any award on any candidate who has satisfied the provisions of the [Conferral and Graduation Procedure](#).
- (9) RMIT may confer honorary awards on members of the community to recognise outstanding achievements.
- (10) Awards conferred as a result of an administrative error may be revoked in accordance with the [RMIT Statute](#) and

Regulations.

(11) Award completions, conferrals and revocations are periodically reported to Academic Board .

Responsibilities

(12) The Academic Registrar's Group is responsible for:

- a. identifying students nearing completion of their program and reporting to colleges, schools and industry clusters for confirmation
- b. actioning approved changes to student results after completion.

(13) The Associate Deputy Vice-Chancellor Research Training and Development is responsible for confirming a student has fulfilled the requirements for completion of their higher degree by research award or higher doctorate.

(14) The College Associate Deputy Vice-Chancellor Learning and Teaching is responsible for:

- a. approving non-standard completions
- b. approving, together with the Dean, Head of School or Cluster Director, changes to a student's record after completion has been confirmed.

(15) The Dean, Head of School or Cluster Director of the college, school or industry cluster offering a student's coursework award program or (in the case of double degrees) plan is responsible for:

- a. ratifying and providing confirmation to the Academic Registrar's Group of students who have completed AQF qualification requirements
- b. reviewing completion decisions
- c. recommending non-standard completions to the College Associate Deputy Vice-Chancellor Learning and Teaching
- d. approving, together with the College Associate Deputy Vice-Chancellor Learning and Teaching, changes to a student's record after completion has been confirmed.

(16) The University Secretary and Academic Registrar is responsible for:

- a. confirming completion where a higher education award is no longer offered and completion was within the previous 10 years
- b. confirming completion where a higher education award was completed more than 10 years ago
- c. certifying that students have fulfilled the requirements for completion of an award
- d. recommending to Council that completed students be conferred an award
- e. inviting students who have completed their program to a graduation ceremony
- f. declining permission for a graduand to attend a graduation ceremony where it is considered they constitute a risk to the safety of any person
- g. maintaining a current register of students who have received an RMIT AQF qualification
- h. posthumous conferral of awards to Council and certifying associated policy requirements have been met
- i. reporting to Academic Board and Council on awards conferred in absentia and revoked awards
- j. ownership of the [Conferral and Graduation Procedure](#), [Academic Dress Guideline](#), and associated resources.

(17) Colleges, schools and industry clusters are responsible for confirming that each student has fulfilled the requirements for completion of an award - unless clause (13) applies.

(18) Council approves both conferral and revocation of awards in accordance with the [RMIT Statute](#) and Regulations.

Review

(19) This policy will be reviewed every five years by the Deputy Vice-Chancellor Education.

Section 5 - Procedures and Resources

(20) Refer to the following documents which are established in accordance with this Policy:

- a. [Conferral and Graduation Procedure](#)
- b. [Academic Dress Regulations](#)
- c. [Schedule 1 - Certification Documentation](#)

Section 6 - Definitions

(Note: Commonly defined terms are in the [RMIT Policy Glossary](#). Any defined terms below are specific to this policy).

Award	A degree, diploma or certificate approved by Academic Board which may be conferred or granted by Council.
Completion	Where a student has fulfilled all requirements of an award.
Conferral	The act of granting an award to a student either in person or in absentia at an official ceremony after completion of their program requirements.
Graduand	A person who has completed all the requirements for an award but has not had their award conferred.
Graduation	The university ceremony at which awards are formally conferred.
Non-standard completion	Where a student obtains approval to fulfil program learning outcomes by completing courses other than those specified in the program guide.

Status and Details

Status	Current
Effective Date	1st January 2025
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Approval Date	2nd December 2024
Expiry Date	Not Applicable
Policy Owner	Sherman Young Deputy Vice-Chancellor Education
Policy Author	Connie Merlino University Secretary and Academic Registrar
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