



## **Graduation and Awards Regulations**

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<b>Other documents referenced</b>	
<b>Related documents</b>	University Assessment Regulations

<b>Version Number</b>	<b>Date issued</b>	<b>Author</b>	<b>Update information</b>
V1.0	05.08.2014	Registry - Graduation and Awards	First Published version
V1.1	02.04.2015	Registry – Graduation and Awards	At 2.3 “ <i>programme of studies</i> ” amended to – “ <i>programme of study</i> ”.  At 2.3 “ <i>beginning of October</i> ” amended to “ <i>within the specified registration period</i> ”.  At 6.2 “ <i>issue certificates</i> ” amended to “ <i>issue award parchments</i> ”.
V1.2	03.12.2015	Registry – Graduation and Awards	2.3 amended to replace “ <i>at the November ceremonies</i> ” with “ <i>at the first scheduled ceremony in the following year after their award is confirmed by an Assessment Board.</i> ”
V1.2	03.12.2015	Registry – Graduation and Awards	University role titles updated.

## **1 Conditions of Entry to Graduation**

- 1.1 Graduation is open only to registered students of the University who have fulfilled the academic requirements of their programme and who have been recommended for the appropriate award by the relevant Assessment Board (thereafter referred to as Graduands).
- 1.2 In order to receive their award parchment and become a graduate of the University, Graduands must register for Graduation and pay the appropriate fee as set by the University. A Graduand will not be deemed to be a Graduate of the University until they have registered and completed the process of graduation at a University Graduation and Awards Ceremony, either in person or in absentia, and their name and level of award included in the official Graduation listings.
- 1.3 Potential Graduands are required to register for Graduation within the specified registration period by utilising University Graduation Procedures as determined by the University. Potential Graduands will be notified via their official GCU email address.. Dates for registration will be published on the Graduation website and detailed student calendar.
- 1.4 Potential Graduands will be registered for Graduation in the name that is recorded on the University Student Record at the time the award decision was made by the Assessment Board. The award parchment will bear the registered name of the Graduand, and cannot be changed at a later date.

## **2 Attendance and *In Absentia* Graduation**

- 2.1 The Graduation and Awards Unit will post the appropriate parchment(s) to all Graduates who have registered to graduate *in absentia*, and have paid the appropriate fee, by recorded delivery to the address provided by the Graduate on his/her graduation registration form.
- 2.2 A graduand who indicates on his/her graduation registration form that he/she intends to attend the graduation ceremony in person, but subsequently does not attend the graduation ceremony, will be deemed to have graduated *in absentia*. Such a graduate will not normally be eligible to attend another ceremony for the purpose of receiving the specific award(s) with which he/she has been deemed to have graduated *in absentia*.
- 2.3 Any graduand who has not returned to their registered programme of study and/or who has not accepted the University's invitation to register for graduation within the specified registration period following their recommendation for award, will be graduated in absentia at the first scheduled ceremony in the following year after their award is confirmed by an Assessment Board. The graduation parchment will only be posted to the graduate's home address or be available for collection from the University once the graduation fee has been paid.

## **3 Progression through Programme of Study**

- 3.1 Certificate/Diploma/Unclassified Degree awards will be conferred only on students who exit at that level of the programme. They will not normally be conferred on students who continue their studies immediately to the Diploma/Degree and Honours level respectively or who transfer to a different programme within the University using their existing credits. Where a student does not successfully complete the Diploma/Degree or Honours level and he/she is eligible for the Certificate/Diploma or Degree award, he/she will be issued with the appropriate award.
- 3.2 A student who successfully completes the Honours Level will be conferred with the appropriate Honours award as determined by the Assessment Board. Such a student does not have the right to be conferred with an undergraduate Degree award based on a previous session(s) performance at Level III.
- 3.3 University Postgraduate Certificate and named Post Graduate Certificate awards will be conferred only on students who exit at that stage of the programme. However, they will not normally be conferred on students who continue their studies immediately to the Postgraduate Diploma and Masters stage respectively. Where a student does not successfully complete the Postgraduate Diploma or Masters stage and he/she is eligible for and awarded the University Post Graduate Certificate/Post Graduate Certificate or Post Graduate Diploma award, he/she will be issued the University Postgraduate Certificate/Post Graduate Certificate or Post Graduate Diploma as appropriate.

## 4 Exit Awards

- 4.1 All potential Graduands who leave the University before the end of their programme and have eligibility for an exit award, must contact the Graduation and Awards Unit and register to graduate either in person or in absentia.
- 4.2 A student who graduates, either in person or in absentia, from a programme of study with an exit award\* is listed in the official Graduation Listings and receives an award parchment bearing the name of the exit award. If a student subsequently returns to the University to complete the original programme of study, they are required to hand back the award parchment to the Graduation and Awards Unit. The award parchment will be kept on file.
- 4.3 When the student completes the programme of study, they are required to register for graduation in order to be included in the official Graduation Listings with their award. The original award parchment will be destroyed.
- 4.4 If the student attended a graduation and awards ceremony to receive the exit award, they will not attend a subsequent ceremony to receive the higher level of award.
- 4.5 If a student returns and does not complete the programme (for whatever reason), the original award parchment is sent to their home address by recorded delivery. For example, a Certificate, Diploma or Degree from an Honours programme of study.

## 5 Appeals

- 5.1 Once a Graduand has graduated from the University, they are deemed to have accepted the recommendation of the Assessment Board and to have become a Graduate of the University. Academic appeals from Graduates against award recommendations of Assessment Boards will not be considered by the University.
- 5.2 Graduands who wish to appeal the award recommendation of an Assessment Board may do so by utilising the regulations of the Academic Appeals Committee. Graduands who lodge an academic appeal have the following options:
  - i. Attend the graduation ceremony as planned while the appeal is being considered;
  - ii. Defer graduation until the next set of ceremonies by which time the result of the appeal will be known;
  - iii. Graduate in absentia and await the outcome of their appeal.
- 5.3 Graduands who wish to take up option (i) will be included in the graduation listings with the award they are appealing against. They will not be given their award parchment at the ceremony but will receive a presentation folder with a letter. Once the appeal has been heard and a decision made and the School has made a change (where applicable) to the student's award decision<sup>1</sup>, the Graduation and Awards Unit will post the award parchment, by recorded delivery, to the graduate's home address. The graduate will not be invited to attend another ceremony. If the appeal is upheld, the graduate's name and new level of award will be included in the next set of graduation ceremonies to record the higher award.
- 5.4 Graduands who wish to take up option (ii) will be invited to attend the next set of ceremonies once the decision of their appeal has been reached. The award parchment will be presented to them at the ceremony.
- 5.5 Graduands who wish to take up option (iii) will be included in the graduation listings and their award parchment will be posted, recorded delivery, once a decision has been made. Once the appeal has been heard and a decision made (whether it is upheld or unsuccessful), the Graduation and Awards Unit will post the award parchment, by recorded delivery, to the graduate's home address. The graduate will not be invited to attend another ceremony. If the appeal is upheld, the graduate's name and new level of award will be included in the next set of graduation ceremonies to record the higher award.
- 5.6 Graduands who appeal against the decision of an Assessment Board which states that they are not eligible for an award, cannot attend a ceremony or be included in the Graduation Listings.

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<sup>1</sup> Any change to a student's award decision must be recorded by an Assessment Board Chair's Action sheet and the change must be made by the School on the University Student Record Management Information System before a parchment can be sent to the graduate.

## **6 Graduation and Awards Unit**

- 6.1 The Graduation and Awards Unit establishes and maintains the official University Graduation and Awards listings.
- 6.2 The Graduation and Awards Unit is the only office in the University which is authorised to issue award parchments bearing the University official seal.
- 6.3 No duplicate copies of award parchments will be issued by the Graduation and Awards Unit. However, Graduates may apply for the replacement of lost, stolen or damaged award parchments. Satisfactory evidence of loss, damage or theft must be provided and a declaration signed by the Graduate confirming the validity of the request. A fee will be levied for the issue of replacement award parchments, as determined by the University from time to time.

## **7 Posthumous Awards**

- 7.1 In the event of a posthumous award being considered, it is the responsibility of the Dean of School & PVC Learning and Student Experience to approve the level of award to be made, consulting with the Academic Registrar and Programme Leader as necessary.
- 7.2 The award conferred is normally the next exit award for which the student would have been eligible, based on the stage of the programme of study they had commenced.
- 7.3 The Dean & PVC may confer an unclassified Honours Degree/Masters degree in cases where there is strong evidence that the deceased student would have achieved a degree, as long as the amount of study the student carried out is greater than the amount normally associated with the Diploma of Higher Education/ Postgraduate Certificate.
- 7.4 In cases where there are outstanding academic requirements, the following options are available to the Examination Board:
  - i. The outstanding requirements of the degree can be waived.
  - ii. Approval can be given by the Dean & PVC to take any further action necessary to complete the outstanding requirements and permit the award of the qualification (for example, typing up of draft assignments).
  - iii. A lower award than that for which the deceased student was registered can be recommended, if this would be the most appropriate option.
- 7.5 In cases where the deceased student owes fees to the University, the School will disregard and clear the debt.
- 7.6 Posthumous degrees will be awarded in the name of the deceased student at the next relevant graduation ceremony.
- 7.7 The Dean & PVC are responsible for liaising with the Family and the Academic Registrar as to how this award should be conferred.

Three options are possible:

- i. The award could be made by post
- ii. The award could be made at a small private ceremony or meeting of family with staff concerned
- iii. The award could be at the next appropriate Graduation and Awards Ceremony where the student's name could be read out in the normal way, followed by a brief statement of the posthumous nature of the award

## **8 Regulation of the Issue of University Awards and Appropriate Fees**

- 8.1 The issuing of all University awards shall be subject to these Regulations as amended and approved by Senate from time to time and to such additional fees as the University Court may, from time to time, determine.
- 8.2 Prospective Graduands who have outstanding academic debt(s) to the University will normally be excluded from attendance at a Graduation Ceremony and from receipt of a Graduation Parchment.