



University Procedure

Award Presentations Held Outside Official University Graduation Ceremonies

1. Purpose

This Procedure describes the processes for the presentation of awards (certificate presentations) at functions held outside of the University's official annual graduation ceremonies either domestically or internationally. It is designed to ensure that the planning and preparation for the event is conducted in a timely and effective manner; and to establish standards by which ceremonies are to be performed so the reputation of the University is maintained.

2. Scope

This Procedure applies to award presentations held outside of the University's official annual graduation ceremonies.

The procedure incorporates the following processes:

- A Notification and Confirmation of Presentation Date
- B Lodgement, Verification and Approval of Award Applications
 - I. TAFE
 - II. Higher Education
- C Award Presentation

3. Definitions

Academic Board: Body which provides Academic oversight of prescribed academic programs and courses of study of higher education in the University. (AB)

Award: A program of study offered by the University of Ballarat as prescribed in Statute 5.1 – The Schedule

Award Presentation A presentation of students' awards by a Head of School (or nominated representative). Chancellor, Vice-Chancellor are not generally present. (NB: Except where deemed appropriate by HOS, HOP on advice from CPM.) Head of School or nominee presents testamurs to graduates in a more informal manner than above. Does not include an Academic Procession, Members of Council are generally not present. An informal mode of presenting graduates. Graduates may or may not be in academic wear. Arranged and co-ordinated by Head of Program or Head of School or their nominated representative. Costs incurred are recovered via the payment for the hire of academic wear, payable by the School/Program.

Board of Technical Studies: Body which provides Academic oversight of prescribed programs and courses of study in Technical and Further Education in the University (BOTS).

Certificate / Testamur: Document with named award, approved by the relevant Board, with

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Page 1 of 10



University Procedure

Award Presentations Held Outside Official University Graduation Ceremonies

the University of Ballarat seal attached.

Commercial Projects Manager: Responsible staff member for graduations within TAFE Commercial Units within a TAFE School (CPM).

Completing Student: Student who has fulfilled the conditions prescribed for admission to an award.

Graduation Office: Relevant office at TAFE or Higher Education responsible for the planning and delivery of graduations and certificate / testamur production.

Official University Graduation Ceremonies:

Graduation Ceremony: An official ceremony, attended by the Chancellor (or nominated representative), Vice-Chancellor, members of Council and Academic Staff.

Graduates are presented on stage and presented with their Testamur by the Chancellor (or nominated representative). All graduates are conferred at this ceremony.

Includes an Academic Procession, all graduates in appropriate academic wear. Generally held at Mt. Helen Campus and Horsham Campus. Arranged and co-ordinated by the Graduation Office. Costs incurred are recovered via the graduation fee applicable, payable by each graduate.

Graduation Celebration A ceremony whereby graduates have been conferred "In Absentia" on a previous date, but are presented on stage to the Chancellor (or nominated representative), and/or Vice-Chancellor or nominated representative (relevant Deputy Vice-Chancellor), graduates may be presented with a gift from their respective school, generally in the form of a badge, Members of Council are not generally present. Academic Staff are in attendance, includes an Academic Procession. All graduates in appropriate academic wear. Generally held at overseas celebrations by the University (eg Hong Kong). Arranged and co-ordinated by the Graduation Office. Costs incurred are recovered via the graduation fee applicable, payable by each graduate.

Head of Programs: Responsible staff member for graduations within a TAFE School (HOP)

Head of School: Head of School (HOS).

Program: Document listing all details of the presentation function, including names of students eligible to receive awards at the ceremony, guest speakers etc.



University Procedure

Award Presentations Held Outside Official University Graduation Ceremonies

School Administrative Officer: Responsible staff member for graduations within a Higher Education School (SAO).

TAFE Project Administrator: Responsible staff member for graduations within a TAFE School (TAFE PA).

4. Actions

Notification and Confirmation of Presentation Date

Steps	Who is Responsible?	Notes
1. Notification of impending award presentation sent to graduations office	TAFE PA / SAO / HOP / CPM	To be completed at least 6 weeks prior to the event for domestic events or 8 weeks prior to the event for overseas events using the Award Presentation Booking Form
2. Receipt of notification of award presentation acknowledged and the proposed date is confirmed as suitable	Graduation Office	Confirmation of the proposed date is dependent on the event not coinciding with other graduation activities
3. Notify Legal and Secretariat of the impending presentation	Graduation Office	

A Lodgement / Verification and Approval of Award Applications



University Procedure

Award Presentations Held Outside Official University Graduation Ceremonies

i. TAFE Process

Steps	Who is Responsible?	Notes
1. Verify students eligibility for the stated award	TAFE PA / HOP / CPM	Student's academic transcript is checked against award requirements in the course documentation
2. Complete an application for sealed certificates for those students who are deemed eligible	TAFE PA / HOP / CPM	Complete <u>Application for a University Sealed Certificate</u> A separate application is required for each student who is eligible for the stated award. Attach transcript Signed off by school
3. Lodge completed Application forms with TAFE Graduation Office	TAFE PA / HOP / CPM	To be lodged at least 3 weeks prior to the event. Date of event to be clearly noted
4. Verify student details	TAFE Graduation Office	Ensure the following details are correct: <ul style="list-style-type: none"> • student name • student number • course certification applied for Check that student has: <ul style="list-style-type: none"> • not already been issued with the award being applied for • no outstanding fees / student loan
5. Verify course details	TAFE Graduation Office	Course details are checked against <u>Statute</u>



University Procedure

Award Presentations Held Outside Official University Graduation Ceremonies

Steps	Who is Responsible?	Notes
		<u>5.1 – The Schedule</u>
6. Verify type of certificate to be issued	TAFE Graduation Office	Refer to the TAFE Division <u>Schedule of Certificates</u>
7. Register application on awards database	TAFE Graduation Office	
8. Compile listing of eligible applications	TAFE Graduation Office	
9. Forward listing of the applications to the Executive Officer of the BOTS	TAFE Graduation Office	
10. Verify details of listing against Statute 5.1 – The Schedule	Executive Officer BOTS	If incorrect, amend the listing and advise the TAFE Graduation Office of the changes made
11. Forward the verified list to the Chair of BOTS, Pro-Vice Chancellor Academic Support Services and the Vice-Chancellor for approval	Executive Officer BOTS	
12. Advise the Graduation Office of the date the Vice-Chancellor approved the listing	Executive Officer BOTS	Authorised listings are noted first by the BOTS and then forwarded to the next scheduled meeting of Council for noting
13. Print certificates and forward to the Executive Officer of the BOTS for sealing	TAFE Graduation Office	

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University Procedure

Award Presentations Held Outside Official University Graduation Ceremonies

Steps	Who is Responsible?	Notes
14. Check the details printed on the certificate correspond with the details included on the application listing	Executive Officer BOTS	If incorrect, advise the TAFE Graduation Office of the error and the necessary course of action If correct, go to step 15
15. Seal the certificates	Executive Officer BOTS	
16. Return the sealed certificates to the Graduation Office	Executive Officer BOTS	
17. Enter award number and date onto the Student Management System	TAFE Graduation Office	
18. Forward the sealed certificates to the TAFE PA / HOP / CPM	TAFE Graduation Office	

ii Higher Education Process

Steps	Who is Responsible?	Notes
1. Verify student's eligibility for the stated award by providing a signed qualified list.	SAO	To be signed by course coordinator. Student's academic transcript is checked against award requirements in the course documentation
2. Complete an application for testamur for those students who are deemed eligible	SAO	A separate application form is required for each student who is eligible for the stated award
3. Lodge completed Application forms with Student Services	SAO	To be lodged at least 6 weeks (6 weeks for domestic



University Procedure

Award Presentations Held Outside Official University Graduation Ceremonies

Steps	Who is Responsible?	Notes
		students, 8 weeks for international students) prior to the event
4. Verify student details	HE Graduation Office	<p>Ensure the following details are correct:</p> <ul style="list-style-type: none"> • student name • student number • course certification applied for <p>Check that student has:</p> <ul style="list-style-type: none"> • not already been issued with the award being applied for; • no outstanding fees / student loans
5. Verify course details	HE Graduation Office	Course details are checked against <u>Statute 5.1 – The Schedule</u>
6. Verify type of certificate to be issued	HE Graduation Office	
7. Enter details onto the Student Management System / UBSAS	HE Graduation Office	If course enrolled does not match qualified list, applications referred to school contact and UBSAS manager to reconcile differences / discrepancies
8. Compile listing of eligible applications	HE Graduation Office	
9. Verify details of listing against Statute 5.1 – The Schedule	Executive Officer AB	If incorrect, amend the listing and advise the HE Graduation Office of the changes made



University Procedure

Award Presentations Held Outside Official University Graduation Ceremonies

Steps	Who is Responsible?	Notes
10. Print certificates and forward to the Executive Officer of Academic Board for sealing along with listing of applicants and award numbers	HE Graduation Office	
11. Check the details printed on the certificate correspond with the details included on the application listing	Executive Officer AB	If incorrect, advise the HE Graduation Office of the error and the necessary course of action.
12. Seal the certificates	Executive Officer AB	
13. Academic Transcripts printed, checked and stamped	HE Graduation Office	Transcripts are checked for course and date conferred details.
14. Return the sealed certificates to the HE Graduation Office	Executive Officer AB	
15. Forward the sealed certificates to the SAO	HE Graduation Office	



University Procedure

Award Presentations Held Outside Official University Graduation Ceremonies

C. Award Presentation

Where/what are HOS responsibilities in this part of the process?

Steps	Who is Responsible?	Notes
1. Plan the presentation event with reference to the <u>Event Planning Checklist</u>	SAO / TAFE PA / HOP / CPM	Event Planning Checklist, Invitation proformas, program proformas and academic dress booking forms available as part of this procedure.
2. Hold the award presentation event	SAO / TAFE PA / HOP / CPM	HOS to be notified of the details of their involvement in the award presentation or request made to HOS to provide a nominee, if they are unable to attend.
3. Issue certificates to students unable to attend the presentation	Graduation Office / SAO / TAFE PA / HOP / CPM	Awards are posted by registered mail or collect in person or by an authorised nominee
4. Return all academic dress to the HE Graduation Office (where applicable)	SAO / TAFE PA / HOP / CPM	

5. Responsibilities

- Head – Student Services has responsibility for the maintenance of this Procedure.
- Specific responsibilities are included in Section 4, Bi TAFE process, Bii Higher Ed process.

6. Policy Base

- Statute 5.1 – Academic Awards and Courses
- Statute 5.1 – The Schedule
- Statute 5.6 – Admission to Academic Awards



University Procedure

Award Presentations Held Outside Official University Graduation Ceremonies

7. Associated Documents

- Award Presentation Booking Form
- Application for a University Sealed Certificate
- UB TAFE Division Schedule of Certificates
- Event Planning Checklist
- Award Presentation Program Proforma
- Award Presentation Invitation Proforma
- Hire Of Academic Dress Award Presentation Events – Staff
- Hire Of Academic Dress Award Presentation Events – Student

8. Forms / Record Keeping

Title	Location	Responsible Officer	Minimum Retention Period
Award Presentation Booking Form	Graduation Office	Student Services Staff	Permanent
Application for a University Sealed Certificate	Graduation Office	Student Services Staff	Permanent
Award Presentation Program	Central Records	Records Manager	Permanent
Hire Of Academic Dress Award Presentation Events - Staff	Legal and Secretariat	Protocol Officer	12 months
Listings of Award Applications	Council Records	Council Secretariat	Permanent
Higher Education Awards Register	Graduation Office	Student Services Staff	Permanent
TAFE Awards Register	Graduation Office	Student Services Staff	Permanent