GRADUATION CEREMONIES POLICY

Approved by Council:  13 March 2013
Revised by Council:   None

Related Documents

Regulation 1: General Provisions, section 4 and section 5

Policy Statement

1. The University of Divinity must hold at least one conferring ceremony annually for the purpose of conferring degrees and awarding diplomas and certificates to eligible graduands certified by Academic Board.

2. The conferring ceremony is known as Graduation.

3. The time, date and venue of a Graduation must be authorised in advance by resolution of Council.

4. The names of all graduands to receive awards of the University at a Graduation must have been approved by Academic Board prior to the ceremony.

5. At a Graduation the Chair of Academic Board or the Chair’s delegate (who must be a member of Academic Board) must certify to the presiding officer that all candidates to be presented in person or in absentia at that ceremony have fulfilled the requirements of the awards to which they will be admitted.

6. Candidates for admission to degrees, diplomas or certificates will be presented by their Colleges, with the exception of higher degree by research students who will be presented separately after all other awards have been conferred.

7. The order of proceedings for a Graduation must reflect the Vision and Mission of the University of Divinity and the Graduate Attributes. As such, it must include a reading from Christian scripture, prayer, song, and an address.

8. The Vice-Chancellor is authorised by Council to determine all other procedures or arrangements necessary in relation to Graduation.
GRADUATION CEREMONIES PROCEDURES

Approved by Vice-Chancellor: 3 October 2014
Revised by Vice-Chancellor: None

1. Recommendation of award

Whereas the Regulations provide that Academic Board may recommend the award of a degree, diploma or certificate to a candidate who has completed the requirements of that award, these procedures provide for how such a recommendation is to be made.

2. Coursework students

2.1 The names of potential graduands in coursework awards are nominated by their home College to the Director of Academic Services.

2.2 If the College and the Director agree that a student has completed the requirements of the relevant award, the name of the student is reported to the Learning and Teaching Committee. If the Director determines that a student has not met the requirements of an award the College may appeal the Director's decision to the Learning and Teaching Committee for resolution.

2.3 When the Learning and Teaching Committee determines that a candidate has met all requirements for a coursework award, it must certify the same to Academic Board by submitting a written report specifying the name of the candidate and the award.

2.4 When Academic Board receives the report from the Learning and Teaching Committee it approves the student or students named therein for graduation.

3. Higher degree by research students

3.1 Examinations of candidates for higher degrees by research are managed by the Research Committee of Academic Board.

3.2 The Research Committee is responsible for appointment of the examiners, consideration of the report of the Chair of Examiners at the conclusion of the examination process, and determination of the result of the examination.

3.3 When the Research Committee determines that a candidate has met all requirements for a higher degree by research, including certification that any changes required to the thesis have been completed but not including lodgment of the bound copies of the certified corrected thesis, it must certify the same to Academic Board by submitting a written report specifying the name of the candidate and the award.

3.4 When Academic Board receives the report from the Research Committee it approves the student or students named therein for graduation.

4. Registration to graduate

4.1 Students who have been approved by Academic Board for graduation are registered for graduation at the next available ceremony and must be notified of that registration and of the date and place of the ceremony.
4.2 Grads may apply to defer their graduation or may withdraw from graduating by giving written notice either to their College or to the Office of the Vice-Chancellor within seven days of the issue of notification that they have been registered to graduate. The enrolment record of a graduand who withdraws from graduation must be updated to show that the student did not wish to graduate. Grads who defer or withdraw from graduation may reapply at any time to the University to graduate.

4.3 A student who is approved to graduate may be admitted to another award of the University. In such cases, the student may elect to proceed to graduate, and apply for credit towards the new award. Alternately, the student may withdraw from graduation and apply to transfer units towards the new award, provided notification of intent to withdraw is given no later than seven days after the issue of notification that the student has been registered for a particular graduation ceremony.

5. Approval by circular resolution

5.1 A candidate or candidates may be approved for graduation outside a regular meeting of a Committee or of Academic Board by circular resolution, including email or other written form.

5.2 Approval by circular resolution must adhere to these procedures including referral to the appropriate Committee of Academic Board prior to referral to Academic Board itself.

5.3 Approval of circular resolution for the purposes of graduation requires issue of a notice of the proposed resolution and the list of names of potential graduands by the Office of the Vice-Chancellor to the relevant Committee. Approval is obtained if all members of the Committee assent to passage of the resolution, or if:

a) a majority of members of the Committee assent to passage of the resolution in writing; and

b) any objections raised by a member or members of the Committee have been resolved; and

c) at least twenty-four hours have passed since notice of the proposed resolution was issued.