

University of Canberra Conferring of Awards Rules 2013

made under the

University of Canberra Courses and Awards Statute 2010, s7

1. Name of Instrument

These Rules may be cited as the *University of Canberra Conferring of Awards Rules 2013*.

2. Commencement

These Rules commence on the day of approval by Council.

3. Revocation

The *Conferring of Awards Rules 2010* are revoked.

4. Definitions

In these Rules, unless a contrary intention appears:

"**Academic Board**" means the Academic Board of the University established by section 19 of *University of Canberra Act 1989 (ACT)*;

"**appropriate Course Rules**" means the *University of Canberra Courses and Awards (Courses of Study) Rules 2010*;

"**appropriate Faculty Board**", in relation to a course, means the Faculty Board of the faculty in the University in which the course is offered;

"**award**" means a degree, diploma or certificate that may be awarded by the University under the *University of Canberra Courses and Awards Statute 2010*;

"**candidate**" means a student who the Chancellor or other member of the Council or the University is authorised to admit to an award of the University under subrule 7(2);

"**Chancellor**" means the Chancellor of the University appointed under section 24(1) of the *University of Canberra Act 1989 (ACT)*;

"**conferring ceremony**" means a ceremony for the conferring of awards authorised to be held under rule 8 and includes a ceremony for the conferring of awards held at a meeting of the Council;

"**Council**" means the Council of the University established by section 9 of the *University of Canberra Act 1989* (ACT);

"**Records Officer**" means the person appointed under section 6(2) of the *University of Canberra Courses and Awards Statute 2010*.

5. Recommendation by Student Administration to Academic Board

If the Director of Student Administration certifies, in accordance with the appropriate Course Rules, that a student has met the academic requirements of a course, the Director must recommend to the Academic Board that, subject to the Records Officer advising under rule 6 that the student has complied with the Statutes and Rules of the University, the student be granted the award to which the course relates.

6. Records Officer to advise Academic Board

- (1) The Records Officer must, in respect of each student recommended to the Academic Board by the appropriate Faculty body under rule 5, ascertain whether the student has complied with the Statutes and Rules of the University applicable to the student and, if the Records Officer is satisfied that the student has so complied, the Records Officer must advise the Academic Board accordingly.
- (2) For the purposes of subrule (1), a student has not complied with the Statutes and Rules of the University:
 - (a) if, by virtue of the issue of a certificate under the *Obligations Statute 1995*, the student is not entitled to have an award conferred on him or her; or
 - (b) if the student has failed to comply with a provision of any Statute or Rules; or
 - (c) where the student was admitted to a course of study leading to an award on the basis that the student has had conferred on him or her, or holds, or was entitled to have conferred or to receive, an award of the University or of another tertiary institution - unless and until the Records Officer receives evidence that the student holds that award.
- (3) For the purposes of paragraph (2)(c), evidence that a student holds an award of another tertiary institution must consist of:
 - (a) a copy of the certificate (if any) received by the student; or
 - (b) confirmation from the appropriate authority of that tertiary institution that the student holds that award; or (c) if the Records Officer thinks fit, both.
- (4) In this section, "tertiary institution" has the same meaning as in the *University of Canberra Courses and Awards (Courses of Study) Rules 2010*.

7. Certification by Academic Board

- (1) The Academic Board must, by resolution, certify that an award may be made to a student in respect of whom the Academic Board has received a recommendation of the appropriate Faculty body under rule 5 and confirming advice from the Records Officer under rule 6.
- (2) If the Academic Board certifies that an award may be made to a student under subrule (1), the Chancellor, or such other member of the Council or the University as the Council determines, may admit the candidate, on behalf of the University, to that award, either in person or *in absentia*.

8. Conferring of awards

The admission of a candidate to an award of the University, authorised under subrule 7(2), may be conducted:

- a) at a ceremony for the conferring of awards, as authorised by the Council to be held for the purpose, and conducted in such manner, and at such time and place, as the Council determines; or
- (b) at a ceremony held at any meeting of the Council; or
- (c) by any other means determined by the Council.

9. Posthumous awards

In spite of anything in these Rules, the Council may determine that an award of the University be awarded posthumously, and in such manner as it thinks fit.

10. Rescission of Awards

The Chancellor, or such other member of Council or the University as the Council determines, may:

- (a) rescind the conferral of an award where administrative error has resulted in an incorrect conferral of an award; and
- (b) in exceptional circumstances, otherwise rescind an award.

11. Testamur of degree or diploma

- (a) A candidate admitted to an award is entitled to receive a testamur of admission to that award, in such form as the Council from time to time determines, given under the seal of the University.
- (b) A testamur of admission to an award is *prima facie* evidence that the person referred to in the testamur has been admitted to that award.

12. Form of presentation and admission

The Council may, by resolution, determine the forms to be used in the presentation of candidates for admission, and in the admission of candidates, to awards.

13. Roll of awards

There is to be a University Roll of Awards, to be kept by the Records Officer, in which must be entered the name of each person admitted to an award together with the title of the award and the date on which it was conferred.

14. Graduates and diplomats may wear academic dress, etc.

A person on whom an award has been conferred in accordance with these Rules is entitled:

- (a) to wear academic dress in accordance with the style and colour determined by the Council from time to time; and
- (b) to style himself or herself in accordance with the title of that award.