How to graduate a student at RMIT University

Information for staff
# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>1. Key dates</td>
<td>4</td>
</tr>
<tr>
<td>2. Glossary of terms</td>
<td>5</td>
</tr>
<tr>
<td>3. Contacts</td>
<td>6</td>
</tr>
<tr>
<td>4. Applying to graduate</td>
<td>7</td>
</tr>
<tr>
<td>4.1 How do students apply to graduate?</td>
<td>7</td>
</tr>
<tr>
<td>4.2 Processing the application to graduate</td>
<td>8</td>
</tr>
<tr>
<td>5. Using the Graduation Database</td>
<td>8</td>
</tr>
<tr>
<td>5.1 Access to the Graduation Database</td>
<td>8</td>
</tr>
<tr>
<td>5.2 Logging in</td>
<td>9</td>
</tr>
<tr>
<td>5.3 Viewing applications to graduate</td>
<td>10</td>
</tr>
<tr>
<td>5.4 Viewing a student’s graduation record</td>
<td>10</td>
</tr>
<tr>
<td>6. Melbourne Graduation Ceremony – conferral process</td>
<td>12</td>
</tr>
<tr>
<td>6.1 Marking students’ eligibility</td>
<td>12</td>
</tr>
<tr>
<td>6.2 Entering award levels</td>
<td>14</td>
</tr>
<tr>
<td>6.3 TAFE Student Qualification Report, I-Explore &amp; Academic History</td>
<td>17</td>
</tr>
<tr>
<td>6.4 Reasons students will not be allowed to attend a ceremony</td>
<td>18</td>
</tr>
<tr>
<td>7. Offshore Graduation Ceremonies – conferral process</td>
<td>19</td>
</tr>
<tr>
<td>8. In absentia – conferral process</td>
<td>19</td>
</tr>
<tr>
<td>8.1 How to graduate in absentia</td>
<td>19</td>
</tr>
<tr>
<td>8.2 School request - in absentia conferral process</td>
<td>20</td>
</tr>
<tr>
<td>9. School/College based ceremonies – conferral process</td>
<td>21</td>
</tr>
<tr>
<td>10. Academic transcripts and Qualification Statement</td>
<td>22</td>
</tr>
</tbody>
</table>
Introduction

The purpose of this document is to provide guidelines to RMIT school/college staff to assist with the conferral (graduation) of RMIT students at a ceremony or in absentia.

RMIT holds one annual graduation ceremony in December at Docklands Stadium, Melbourne. Offshore ceremonies are held in Kuala Lumpur, Singapore, Hong Kong and Vietnam in August/September and November each year. Throughout the year RMIT confers students in absentia (not attending a ceremony) on the last working day of the month.

The process to complete and graduate a student at RMIT is not automatic. RMIT is ‘reactive’ to an Application to Graduate as there is currently no automated/systemic way of identifying if a student is going to complete and graduate from their program. Students must submit an online Application to Graduate in order for the conferral process to commence and the student to graduate and receive their testamur (certificate).

Note: this document does not apply to Trainees and Apprentices and OUA students - school staff must submit a completed Application to Graduate form and TSQR report to Enrolments & Records, Delta team in ARG for these students to graduate.
1. Key dates 2010

26 & 27 August SIM Graduation ceremonies

29 August RMIT Hong Kong graduation ceremonies

3 September **Final date** for students to apply to graduate at the December Melbourne Graduation Ceremony.  
Note: Students wishing to graduate in absentia or at an overseas ceremony in 2011 can still apply after this date.

17 September **Final date for school staff** to confirm students’ eligibility to participate in the Melbourne Graduation Ceremony

18 September RMIT Kuala Lumpur graduation ceremony

20 September RMIT Singapore graduation ceremony

22 October **Final date** for students to confirm their attendance at the December Melbourne Graduation Ceremony and pay the graduation fee.

26 & 28 November RMIT Vietnam Graduation ceremonies

3 December **Final date for school staff** to enter the award level for HE and TAFE students on the Graduation Database.

15 December Melbourne Graduation Ceremony held at Docklands Stadium at 7.30 pm.

End of month The last working day of each month is the deadline for school staff to enter award levels on the Graduation Database for students who have applied to graduate in absentia (except for December).
2. Glossary of terms

**EAG:** Exams, Awards and Graduations

**Testamur:** Official graduation certificate

**Conferral:** Graduation at a ceremony or in absentia.

**In absentia:** Graduation by not attending a ceremony. The testamur is posted to the student.

**Eligibility:** Refers to whether or not a student is eligible to graduate at the Melbourne graduation ceremony. A student who is ‘eligible to graduate’ at the Melbourne Ceremony is enrolled in sufficient courses in their final semester to complete their program at the end of Semester 2.

**Award level:** Award level refers to a student’s overall result for a program i.e. Fail, NC (not yet complete), Pass, PWD, H3, H2A, H2B, H1.

**Defer:** students who have applied to graduate at a ceremony can defer their graduation until the next year’s ceremony.

**Graduand:** A student who is about to graduate

**Graduate:** A student who has graduated

**ARG:** Academic Registrar’s Group
3. Contacts

Graduation email: graduation@rmit.edu.au
Staff enquiries: 9925 8705 / 9925 8714
Student enquiries: 9925 8980 (Student Administration Support Line)

Websites:
Graduation website: www.rmit.edu.au/graduation
Graduation Database: https://graddata.rmit.edu.au/index.html
Graduation processes - staff www.rmit.edu.au/academic-registrar/graduation/conferralprocess
Offshore graduation ceremonies www.rmit.edu.au/graduation/offshore
Academic Statements: www.rmit.edu.au/awards
Graduation - staff: www.rmit.edu.au/academic-registrar/graduation
FAQs: www.rmit.edu.au/askrmit
4. Applying to Graduate

It is the students’ responsibility to advise the University that they wish to graduate and receive their testamur. To be conferred students need to submit an online Application to Graduate. The graduation options are as follows:

<table>
<thead>
<tr>
<th>Graduation option</th>
<th>Open to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melbourne Ceremony</td>
<td>All Diploma, Advanced Diploma, Bachelor, Graduate Diploma, Masters and Research (PhD) Students (Not open to TAFE certificate students or Graduate Certificate students)</td>
</tr>
<tr>
<td>Held annually in December at Docklands Stadium.</td>
<td></td>
</tr>
<tr>
<td>Offshore ceremony</td>
<td>All Diploma, Advanced Diploma, Bachelor, Graduate Diploma, Masters and Research (PhD) Students (Not open to VET certificate students or Graduate Certificate students)</td>
</tr>
<tr>
<td>Held in Singapore, Kuala Lumpur, Hong Kong and Vietnam each year in August/September/November</td>
<td></td>
</tr>
<tr>
<td>In absentia</td>
<td>All students</td>
</tr>
<tr>
<td>In absentia conferral occurs on the last working day of each month (except for December where the in absentia conferral date will be the date of the Melbourne Ceremony)</td>
<td>This is the only graduation option available to TAFE certificate students and Graduate certificate students</td>
</tr>
</tbody>
</table>

Note: Graduation ceremonies are also held by individual offshore partners supported by relevant RMIT schools (refer to School/College based conferral section 9).

4.1 How do students apply to graduate?

To apply to graduate at a ceremony or in absentia students need to visit www.rmit.edu.au/graduation and apply online by logging into the Graduation database using their student number and date of birth. Students fill in the online Application to Graduate form and select a graduation option.

Note: Apprentices, trainees and OUA students should not apply online but instead contact their school.

Schools may nominate eligible students to graduate in the following circumstances:

- TAFE programs certificate 1-4 and programs of short-duration. Refer to section 8.2 School request – in absentia conferral.
- students applying to graduate via the overseas partner organisation (i.e. SIM students). Refer to section 9. School/College based conferral.
4.2 Processing the application to graduate

Once an application to graduate has been submitted online, it is registered on the Graduation Database and validated against PeopleSoft for data accuracy against the student’s personal information. This process takes approx. 24 hours.

Next the application is processed by Exams Awards and Graduations (EAG) staff. This usually takes 5 working days. After this the student can log into the Graduation Database to view their application, personal details, chosen graduation option and change the order of their name on their testamur if they wish.

Note: The RMIT testamur name procedure states that the name on the testamur must be the same as the student’s RMIT record i.e. the name the student is enrolled under. However, to accommodate cultural differences, RMIT will allow students to change the order of their name/s on the testamur.

After the application has been processed by EAG it becomes visible on the Graduation Database and is ready to be processed by school staff. The conferral processes will be explained following section 5. Using the Graduation Database.

5. Using the Graduation Database

The Graduation Database is managed by EAG. Students apply to graduate by logging into the database and submitting an online Application to Graduate.

School staff can access the Graduation Database to:

- view students’ applications to graduate (for programs assigned to the staff member)
- mark students’ “eligibility” to graduate at the Melbourne ceremony
- enter students’ award level (this confirms that the student can graduate).

5.1 Access to the Graduation Database

Staff who do not have access to the Graduation Database will need to request approval for access from their School Manager. The school manager must email authorisation to graduation@rmit.edu.au confirming program code/s for which the staff member requires access.

Before access is activated the staff member must attend Graduation Database training by EAG. Contact Rena Rigoni rena.rigoni@rmit.edu.au or ext. 58714
5.2 Logging in

When access is activated the new user will be given a single use password to login for the first time. The new user will then be prompted to set two new passwords. Logging in to the database always requires one user name and two passwords.

To log in go to www.rmit.edu.au/academic-registrar/graduation (staff website login required) and click on the link to the Graduation Database. Alternatively go directly to https://graddata.rmit.edu.au/index.html Add this link to your favourites.

Note: If you need your password reset, please email graduation@rmit.edu.au. Please include your e-number.
5.3 Viewing applications to graduate

Staff can only view applications to graduate for programs for which the staff member is responsible.

To view a list of the applications:

1. Click on **Grad** on the left side of the screen.

2. Use the drop down list in the **Program Code** box to select a program code.

3. Click on **Get Next Screen**.

4. View list of all the students who have applied to graduate in that program.

**Tip:** Program administrators can email graduation@rmit.edu.au at any time to request the removal of students from the list if they have discontinued study from the program.

5.4 Viewing a student's graduation record

Staff can view an individual student records on the Graduation Database. This is useful if staff need to verify a student’s contact details or to see if a student has been conferred. Staff can also read comments written relating to this particular student’s conferral.
To view a student’s record:

1. Click on **Grad** on the left side of the screen after you have logged into the database.

2. Enter the student ID in the box called ‘Student Number’.

3. Click on **Get Next Screen**.

4. View the student’s record. (If no record appears it means the student has not applied to graduate).

This record shows that:

- The student applied to graduate in absentia from program BP200
• The student has applied for a Statement of Academic Completion (SAC)
• School staff (e-number e11111) has entered the award level “pass” for the student
• The testamur number is 1236541
• The student was conferred on 29/03/2010

6. Melbourne Graduation Ceremony – conferral process

The procedure for graduating a student at the Melbourne Ceremony involves two processes with different deadlines that school staff must adhere to.

1: Marking students’ Eligibility on the Graduation Database

Eligibility refers to whether or not a student is enrolled in sufficient courses in their final semester to complete their program by the end of Semester 2.
Example 1: A student who has completed their program in Semester 1 is eligible to graduate
Example 2: A student who is enrolled in sufficient courses to complete their program at the end of Semester 2 is deemed eligible to graduate.

Deadline to mark eligibility is Friday 17 September 2010

2: Entering students’ award level on the Graduation Database

Award level refers to a student’s overall result for a program i.e. Fail, NC (not yet complete), Pass, PWD, H3, H2A, H2B, H1. If the award level is not entered on the database by school staff the student will not graduate.

Deadline to enter award levels is Friday 3 December 2010

6.1 Marking students’ eligibility

Background: “Potential completions’ and ‘self-identifying students’.
To identify students who may complete their program requirements and potentially graduate at the December Melbourne ceremony Business Systems and Processes in ARG runs the ‘potential completions’ process in mid July. This process generates a list of potential graduands whose records are populated onto the Graduation Database. These students receive a letter from EAG inviting them to submit an online Application to Graduate. This cohort of students have already
automatically been marked as eligible to graduate which is indicated by ‘ams’ written in the “By” column next to the “Eligibility” columns on the Graduation Database.

Important: the potential completions process does not identify 100% of potential graduands. The students who are not identified in the potential completions process, but who may complete their program requirements need to self-identify as they will not receive a letter from EAG inviting them to apply to graduate. To self-identify this cohort of students must indicate their wish to graduate by submitting an online Application to Graduate on the Graduation Database. After they have submitted an Application to Graduate their record will be populated from PeopleSoft onto the Graduation Database.

How to mark eligibility - Self-identifying cohort:
Students who have self identified by applying to graduate at the Melbourne Ceremony must have their eligibility marked by school staff.

1. To mark a student eligible or not eligible staff need to click in the applicable box.
2. Click on ‘update change’ to save the information.

It is the responsibility of the Head of School or duly authorised nominee to mark students as eligible or not eligible to graduate on the Graduation Database. By marking a student eligible school staff are advising EAG that the student may potentially complete their program by the end of Semester 2 and therefore potentially attend the December Ceremony.

By marking a student not eligible school staff are advising EAG that the student is not enrolled in sufficient courses to complete their program by the end of Semester 2 and therefore can not possibly graduate at the December Ceremony.
When marking eligibility staff need to consider if the student has enough enrolments in order to be able to complete their program at the end of semester 2.

**Deadline to mark ‘eligibility’ is Friday 17 September 2010.**

It is extremely important this deadline is adhered to as it allows these students to receive the next graduation mailout (*Confirm your Attendance*) in late September. This mailout enables students to confirm their:

- attendance for the Ceremony
- academic dress requirements
- guest ticket requirements
- participation in the Graduation Parade.

### 6.2 Entering award levels

Entering a student’s award level (overall result for a program) on the Graduation Database confirms that a student has met full academic requirements for their program and is ready to graduate and receive a testamur. Only authorised school staff can enter award levels on the graduation database. Award levels are determined by each school and needs to be entered on the Graduation Database for each student to graduate:

**Note:** Casual staff are not permitted under any circumstance to enter award levels for students. The e-number of any staff member entering award levels is recorded on the Graduation Database.
**Award level checklist**

The following needs to be considered when approving a student for graduation by entering an award level on the Graduation Database*

<table>
<thead>
<tr>
<th>Confirmation that:</th>
<th>Yes / No?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. The student has met the minimum requirements of their program.</strong></td>
<td></td>
</tr>
<tr>
<td>• <strong>TAFE</strong> students:</td>
<td></td>
</tr>
<tr>
<td>The student has completed all required components of the qualification as outlined in their relevant program structure or TAFE Student Qualification Report (TSQR – refer to section 6.3).</td>
<td></td>
</tr>
<tr>
<td>• <strong>HE</strong> students:</td>
<td></td>
</tr>
<tr>
<td>Student has completed the minimum credit point requirements of the program and has completed all required enrolments as outlined in their relevant program structure or program map - refer to section 6.3).</td>
<td></td>
</tr>
<tr>
<td><strong>2. All enrolments have a final grade entered and posted to PeopleSoft.</strong></td>
<td></td>
</tr>
<tr>
<td>• Final grades are required to be posted in PeopleSoft for all enrolments across all semesters in the conferring program.</td>
<td></td>
</tr>
<tr>
<td>• All missing or interim grades are required to be amended to final grades prior to entering an award level.</td>
<td></td>
</tr>
<tr>
<td><strong>3. All required Credit transfers (internal and external) and Recognised Prior Learning (RPL) has been finalised.</strong></td>
<td></td>
</tr>
<tr>
<td>• Should a student require Credit Transfer or RPL to be applied in order to meet program requirements, these must be processed prior to entering the award level.</td>
<td></td>
</tr>
<tr>
<td><strong>4. The award name for the student on the Graduation Database matches the plan/degree title on PeopleSoft.</strong></td>
<td></td>
</tr>
<tr>
<td>• Should there be a discrepancy between the degree title approved on the Graduation Database and the plan the student is enrolled in on PeopleSoft, please contact Graduation office.</td>
<td></td>
</tr>
</tbody>
</table>

*Please **do not approve** a student to graduate by entering an Award Level, if ‘No’ appears against any of the above.

**Note:** School staff must enter award levels for all students, including those that owe a debt to the University. EAG manages the process for release/retention of testamurs to debtors.
To view the award level policy refer to Awarding Degrees with Honours or Pass with Distinction policy http://www.rmit.edu.au/browse;ID=bloz6f88b3wr)

- P  Pass (all TAFE programs)
- PWD Pass with Distinction
- H3 Honours Class 3
- H2B Honours Class 2B
- H2A Honours Class 2A
- H1 Honours 1st Class

1. To enter the award level click in the appropriate box.
2. Click ‘update change’ to save the information.
3. EAG can now see that the student has been approved by their school to graduate.

Deadline to enter award levels is Friday 3 December 2010.
Students who have not had their award level entered on the Graduation Database by this date will not be able to participate in the Melbourne Graduation Ceremony.

Changing an award level:
Once an award level has been entered for a student it cannot be changed. To change an award level staff must contact graduation@rmit.edu.au. Please mark the email as urgent and write in the subject line of the email: Melbourne Graduation Award level change Student ID xxxzzzcc
6.3 TAFE Student Qualification Report, I-Explore and Academic History reports

Academic History:
The Academic History is a report which provides an overview of a student’s enrolments and status at the time of printing. It includes all courses undertaken, by semester, course code, title and each program they were enrolled against. The list also includes details such as results with numerical marks and grades, unit values, GPA data [including cumulative, by year and semester]. It is also able to provide some limited information about negative service indicators such as outstanding debt which may exist on a student’s record and award statuses.

Academic History Quick Guide:  http://mams.rmit.edu.au/lilibzw0m0bv.pdf

Note: IExplore program map should always be used in conjunction with the academic history, as the program map identifies and maps enrolments from any program to the program structure (please check for required credit transfers)

IExplore Program Map

The IExplore Program Map report is able to map a student’s enrolment history to the program requirements of a specified academic program/plan delivery structure by effective date. The student does not have to have been enrolled in the program to create a map. However, due to this, the report should be used in conjunction with an Academic History to determine whether credit transfer may be required for courses completed in unrelated programs.


TSQR:
The TSQR works in a similar way to the Program Map function in IExplore, mapping enrolment data to an effective dated program structure; however, it is exclusively used for TAFE programs. The effective date on a TSQR, like the Program Map, represents a “point in time” delivery which RMIT has offered to students at that time. Therefore, there may be a requirement to run TSQRs for several different effective dates to match a student’s enrolment across more than one delivery structure. Unlike the Program Map, enrolment data in the TSQR is program specific, or data from systemically nested or related programs.

School staff should contact their Program Administrator for assistance with printing TSQR.

Quick Guide:  http://mams.rmit.edu.au/ge7m5boixmn4.doc
6.4 Reasons students will not be permitted to attend a ceremony

**Missing results:**
Students who have had an award level entered on the Graduation Database but who have missing results, will not be allowed to participate in the December Ceremony. Students will be advised of this by mail and EAG will advise the relevant school(s). Students in this situation will **not be conferred** until their missing grades have been actioned by the School and entered in PeopleSoft. The student’s record including the award level will remain on the Graduation Database but there will be no conferral date.

**Program not completed**
Students who do **not** meet full academic requirements for their program prior to graduation will not be permitted to participate in the ceremony. They will receive a full refund of their graduation fee in March the following year.

**Spring semester enrolment**
Students planning to finish their program by completing a Spring Semester course in 2010 will **not** be able to graduate at the Melbourne Ceremony. This is because the official results for Spring Semester are published after the graduation date. Even if assessment has been finalised early the results will not be published in time. Instead students can apply to graduate in absentia or at the 2011 Melbourne Graduation Ceremony.

If students are hoping to graduate at the 2010 Melbourne ceremony they will need to review their enrolment to ensure you meet all requirements by the end of Semester 2 2010.

**Deferred or supplementary assessment**
Students who have deferred or supplementary assessment from Semester 2, whose results are not finalised by the award level deadline 3 December 2010, will **not** meet requirements in time to graduate at the 2010 Melbourne Ceremony.

**Debt**
Students who owe a debt to the University will not be allowed to participate in the ceremony and the testamur will be withheld by EAG until the debt is paid.
7. Offshore Graduation Ceremonies – conferral process

Students can apply to graduate at one of RMIT’s offshore ceremonies held in Kuala Lumpur, Singapore, Hong Kong and Vietnam in August/September and November each year. Students need to submit an online Application to Graduate and select which offshore ceremony they wish to attend.

School staff do not need to mark any students who have applied for an offshore ceremony as eligible or not eligible. The ‘eligibility’ mark up process does not apply to students who have applied to graduate at the RMIT offshore graduation ceremonies.

School staff will need to enter award levels for students on the Graduation Database by 16 July 2010. For information about how to enter award levels refer to section 6.2.

**Note**: Students who have had an award level entered by their school but have missing results, will not graduate.

8. In absentia – conferral process

Students apply to graduate in absentia on a daily basis throughout the year. It is students’ responsibility to advise RMIT that they wish to graduate in absentia. EAG confer students in absentia on the last working day of each month (except December where the in absentia conferral is the same date as the Melbourne ceremony).

**Note**: Students who graduate in absentia cannot later attend a graduation ceremony.

8.1 How to graduate in absentia:

1. Students submit an online Application to Graduate via [www.rmit.edu.au/graduation](http://www.rmit.edu.au/graduation)
2. EAG process the application.

**Important**: The ‘eligibility’ mark up process does not apply to students who have applied to graduate in absentia.

3. School staff enter the award level for the student on the Graduation Database. This confirms that the student has completed their program and can graduate.
4. Students will be conferred on the last working day of the month in which school staff entered the student’s award level on the Graduation Database.
5. EAG orders testamurs (certificates) on the last working day of the month. This day is the ‘conferral date’ that will be printed on the certificates (It is not possible to backdate a conferral date).

6. The testamur is sent to the student by registered post approximately five weeks after the conferral date.

It is strongly recommended that school staff regularly check the database to enter award levels for the program code/s they are responsible for as Students who have not have their award level entered on the Graduation Database will not be conferred and will therefore not receive a testamur and award transcript.

Students who have applied to graduate in absentia and whose award levels have been entered in the Graduation Database, but who have missing results/outstanding credit transfers will not be allowed to graduate in absentia until the school has fixed the issue.

Note: School staff must enter award levels for students that owe a debt to the University. EAG manages the process for release/retention of testamurs to debtors.

8.2 School request - in absentia conferral process

TAFE Certificate I-IV and programs of short duration are only conferred in absentia. In some instances staff need to submit online applications to graduate on behalf of these students. This is done through the online In Absentia Conferral List process on the Graduation Database.

After the students are conferred in their program, Exams, Awards and Graduations will send out the testamur (certificate) followed by the award transcript.

How to submit an In absentia Conferral List request:

- Login to the Graduation Database [https://graddata.rmit.edu.au/index.html](https://graddata.rmit.edu.au/index.html) and click on ‘In absentia conferral’.
- Download the In absentia Conferral List template.
- Complete all fields on the he In absentia Conferral List. Keep a copy for your own reference.
- Fill in the online In Absentia Conferral Submission form on the database and paste your In Absentia Conferral List into the relevant box
- Click on ‘Submit request’.
Note: By entering students' award level on the In absentia Conferral List you are confirming that the students have met all academic requirements for their program and can graduate in absentia (your e-number is recorded on the Graduation Database as the person who has entered the student/s award level).

For more information www.rmit.edu.au/academic-registrar/graduation/schoolrequest/inabsentia

9. School/College based ceremonies – conferral process

Exams, Awards and Graduations is responsible for the production of testamurs for students graduating at school and college based graduation ceremonies (i.e. ceremonies that have a conferral date different from the standard monthly conferral date such as Offshore graduation partners, Foundation Studies etc.)

In these instances school staff must submit a Certificate Request List through the online submission process on the Graduation Database. This process enables students to be conferred and testamurs to be ordered.

How to submit a Certificate Request list:

1. Log in to the Graduation Database (https://graddata.rmit.edu.au/index.html) and click on ‘School Conferral’
2. download the Certificate Request List template on the Graduation Database and complete all fields required. Ensure you keep a copy for your own reference
3. ensure the students are eligible to graduate (refer to section 6.2)
4. complete the online Certificate Request List Submission form and paste your Certificate Request List into the relevant box on the form
5. click on ‘Submit Request’.

Important: Submitting this list of students means that the School is authorising and confirming the students have completed their program and are ready to graduate.

You must submit your Certificate Request List/s online at least four weeks prior to the date of the ceremony to allow sufficient time for the data validation and testamur production process.
10. Academic transcripts and Qualification Statement

HE students:
- graduating at the December Ceremony or in absentia on 15 December will receive their award transcript by post in February 2011.
- graduating in absentia throughout 2010 will receive their award transcript by post approximately 6 weeks after their conferral date.

TAFE students:
- graduating at the December Ceremony or in absentia on 15 December will receive their award transcript and Qualification Statement by post in February 2011.
- graduating in absentia throughout 2010 will receive their award transcript by post approximately 6 weeks after their conferral date.