

 <b>BOND UNIVERSITY</b>	<b>GRADUATION POLICY</b>
Contact Officer	Director, Student Business Services
Date First Approved	14 December 2022
Approval Authority	Chair, Academic Senate
Date of Next Review	14 December 2025

### 1. PURPOSE AND OBJECTIVES

This Policy outlines eligibility and requirements for graduation at Bond University.

### 2. AUDIENCE AND APPLICATION

This Policy applies to all students in an award program at Bond University.

### 3. ROLES AND RESPONSIBILITIES

Role	Responsibility
Vice Chancellor	<ul style="list-style-type: none"> <li>▪ May waive the requirements of this Policy as considered appropriate</li> </ul>
Chair, Academic Senate	<ul style="list-style-type: none"> <li>▪ Policy owner</li> </ul>
University Registrar	<ul style="list-style-type: none"> <li>▪ Determines students' eligibility to graduate</li> </ul>
Academic Senate	<ul style="list-style-type: none"> <li>▪ Approves conferral of posthumous awards</li> </ul>

### 4. POLICY STATEMENT

#### 4.1. Eligibility to Graduate

A student who has completed all requirements for their award as specified in the Academic Programs Policy will be admitted to that award.

To be eligible to graduate, a student is required to discharge all obligations and indebtedness to the University to the satisfaction of the University Registrar. For the purposes of this Policy, 'to graduate' means to receive a testamur and final transcript and attend a graduation ceremony, and receive the award either at a graduation ceremony or in absentia.

Students will be notified of their eligibility to graduate and arrangements associated with the graduation ceremony. Students will be advised if they are ineligible to graduate following the release of final results.

The cut-off date for all grades relating to a specific semester is Friday of Week 3 of the following semester to meet graduation requirements for all students. Students whose results are not finalised by the cut-off date for inclusion in a graduation ceremony will have their awards conferred at a future ceremony.

#### 4.2. Application to Graduate

To be eligible to process at a graduation ceremony, students must apply by the date published.

Students enrolled in articulated programs who wish to apply to graduate with a lower level award under clause 4.3 must apply to graduate within five years of all program requirements for the lower level award being met.

#### 4.3. Articulated Sets of Programs – Nested and Intermediate Awards

For the purposes of this Policy, an articulated set of programs is defined as:

- a Masters Degree program which incorporates a Graduate Diploma and/or Graduate Certificate program in the same discipline area;
- a Bachelor Degree program which incorporates an Associate Degree or Diploma program in the same discipline area; or
- a candidate who has not satisfied the requirements for the specific award but has met requirements for the generalist award in the same area (e.g. for BJuris instead of LLB).

A student who is admitted to a higher level program in a nested (or articulated) set of programs or to a program which offers a lower level exit point may apply to graduate with the lower level award upon completion of the requirements for the lower level award whilst continuing in the higher level program if, and only if, the programs are in the same discipline area.

Subject to meeting the criteria to graduate, a student in a program that is one of an articulated/nested set of programs who withdraws from or is excluded from the program may apply to graduate with the lower level award if all program requirements for the lower level award have been met.

#### **4.4. Graduation with a Combined Degree**

The following requirements apply in the case of graduation in a combined degree:

- a student who is eligible to graduate with one award only may choose to graduate with that award before continuing enrolment to meet the requirements of the second award;
- a student who elects to take out only one component of the combined degree must satisfy the requirements for that single degree; and/or
- a student who elects to take out both awards at the same ceremony, will receive both degrees at the graduation ceremony and will be listed in the graduation program twice (once under each degree to be conferred).

#### **4.5. Graduation and the Phasing Out of Programs**

During the period that a program is being phased out, students in the (old) program may be invited to transfer to a new program which leads to a different award at the same level as the old program. Such students will be invited to transfer to the new program and will be granted credit for all subjects completed in the old program that are deemed to be relevant to the new program as determined by the host Faculty or UAU.

At the time of such an invitation to transfer, those students who have completed the old program but have not graduated from it may apply to graduate with the award of the new program if this is deemed to be appropriate by the host Faculty or UAU. Such applications must be approved by the Executive Dean or Head of UAU, or delegate.

#### **4.6. Deferment of Award Conferral**

Deferment of award conferral is not permitted. Students qualified for graduation will have their award conferred immediately following the semester in which they completed requirements for an award.

Students not attending the graduation ceremony at which their award is conferred may elect to process at a later ceremony. However, their name will appear in the graduation booklet for the ceremony at which the award was formally conferred.

#### **4.7. Testamur**

Upon graduation from an award program, graduands will receive a testamur bearing:

- the graduand's full name;
- the name of the award as recorded on the University Register of Approved Awards and Programs;
- student identification number;
- the words 'with High Distinction' if the Coursework Masters graduand has the required record as per the Academic Programs Policy;
- the words 'with Distinction Class 1' or 'with Distinction Class 2' if the Juris Doctor graduand has the required record as per the Academic Programs Policy;
- the words 'Honours Class ...' if the graduand has completed a Bachelor (Honours) program with the required record as per the Academic Programs Policy;
- the words 'with Honours Class 1' or 'with Honours Class 2' if the Bachelor of Laws graduand has the required record as per the Academic Programs Policy;
- the date of the award;
- the signature of the Chancellor and the Vice Chancellor; and
- the University Seal.

##### **4.7.1. Name on Testamur**

Subject to the other provisions of this clause, a graduand's full legal name will be recorded on the testamur. A full legal name comprises all given names and a family name.

A graduand may not choose to omit a given name from their testamur but may substitute a given name with the initial of that name. A graduand may not choose to substitute a short form of a given name for that given name.

Given names will generally precede the family name on a testamur. A graduand from a culture where the family name precedes the given names may choose to have their name recorded with the family name first or last.

The order of given names will be as listed in the student enrolment system.

Appellations such as Mr, Ms, Dr, Professor, Reverend and so on shall not be recorded on testamurs.

##### **4.7.2. Replacement Testamur**

A graduate of the University may apply for a replacement testamur. The requirements for obtaining a replacement testamur are set out in Schedule A.

#### 4.8. Posthumous Awards

If a student dies after completing an award or substantially completing an award, the relevant Executive Dean or Head of UAU may make a recommendation to Academic Senate that the University confers the award posthumously.

For the purposes of this Policy, substantial completion of an award means 66% or more of the total requirements of the award.

#### 4.9. Academic Dress

Academic dress is to be worn at formal University ceremonies as determined by the Academic Senate.

Academic dress requirements are set out in Schedule B.

### 5. DEFINITIONS, TERMS, ACRONYMS

<b>Award</b>	A degree, graduate diploma, graduate certificate, associate degree, or diploma conferred by the University upon completion of a coursework program or a program of research.
<b>Combined degree</b>	An approved combination of two programs at the same level, where, on completion, a student will be conferred with an award for both programs.
<b>Faculty</b>	Bond Business School, Faculty of Health Sciences & Medicine, Faculty of Law, and Faculty of Society & Design (each of which is headed by an Executive Dean).
<b>Graduand</b>	A student who has completed all the program requirements but has not yet had the award conferred.
<b>Graduate</b>	A student who has completed their program and has had the award conferred.
<b>Graduation</b>	The ceremony at which awards are conferred by the University.
<b>In absentia</b>	An award is conferred in absentia when the student does not attend the graduation ceremony.
<b>Intermediate award</b>	A program within an articulated set of programs, representing a point at which a student may exit with a lower level award than that of the program to which admission was made.
<b>Semester</b>	A designated academic period, normally of 14 weeks duration including any relevant examination period. Standard semesters in the academic year commence in January, May, and September.
<b>Student</b>	A person who is enrolled in one or more subjects or a research program offered by the University.
<b>Student Business Centre</b>	The unit that deals with the administration of all student activities including enrolment/registration, examination, timetabling and graduation.
<b>Testamur</b>	A certificate awarded on completion of a program of study after the award has been conferred (normally presented at Graduation).
<b>University Academic Unit (UAU)</b>	Bond University College (headed by the Director) and Transformation CoLab (headed by the Assistant Provost).

### 6. AFFILIATED PROCEDURES AND SCHEDULES

[Schedule A](#): Requirements for Replacement Testamur

[Schedule B](#): Academic Dress Requirements

### 7. RELATED DOCUMENTS

[Academic Programs Policy](#)

[Higher Degree by Research Programs Policy](#)

[Student Fees, Charges and Refunds Policy](#)

**8. MODIFICATION HISTORY**

<b>Date</b>	<b>Sections</b>	<b>Source</b>	<b>Details</b>
14 December 2022			Regulations to Policy

## REQUIREMENTS FOR REPLACEMENT TESTAMUR

### 1. Application for Replacement Testamur

A graduate of the University may apply for a replacement testamur and must pay the required fee. Refer to Student Fees and Charges Policy.

Applications must be made in writing to the Student Business Centre and the applicant must provide:

- their full name at the date of graduation;
- the name of the program and the award received;
- the year the program was completed; and
- the date of graduation.

### 2. Issuing of Replacement Testamur

Replacement testamurs will only be issued where:

- the original testamur has been lost or damaged and a statutory declaration is submitted to that effect;
- the original testamur was defective and is returned; or
- a change of name has been requested and certified copies of supporting documentation provided.

Replacement testamurs will be issued free of charge where the original:

- was lost or damaged in transmission from the University and a statutory declaration is submitted to that effect; or
- was defective and is returned.

Replacement testamurs will only be issued in the same name as the original testamur was issued unless there has been a request for change of name.

Replacement testamurs will be endorsed as follows: 'This testamur is a replacement for a testamur issued under the Bond University seal on (day, month, year appearing on original testamur).'

## ACADEMIC DRESS REQUIREMENTS

### 1. Office Bearers of the University

- **Chancellor**
  - Cap: Black brocade cloth trencher with a gold bullion cord and tassel;
  - Gown: A gown of black brocade cloth faced in Bond University blue and trimmed in gold bullion oak leaf, with the facing continued into a square collar upon which is embroidered the Bond University armorial bearing, and with the collar also edged in gold.
- **Vice Chancellor and President**
  - Cap: Blue brocade cloth trencher with a gold bullion cord and tassel;
  - Gown: A gown of blue brocade cloth, faced in white and trimmed in gold bullion oak leaf, with the facing continued into a square collar upon which is embroidered the Bond University armorial bearing, with the collar also trimmed in gold bullion oak leaf.
- **Provost; University Registrar**
  - Cap: Black cloth trencher with a silver cord and tassel;
  - Gown: A gown of black cloth faced in Bond University blue and trimmed in silver bullion oak leaf, with the facing continued into a square collar also trimmed in silver bullion oak leaf.
- **Chair of Academic Senate**
  - Cap: Black velvet bonnet with silver cord and tassel;
  - Gown: A gown of blue cloth with the facing continued into a square collar, with the gown and the collar trimmed in silver bullion oak leaf.
- **Councillors; Members of the Company and Trustee Members of the Company**
  - Cap: Black velvet bonnet with gold cord and tassel;
  - Gown: A gown of black cloth faced in Bond University blue with the facing trimmed in gold and continued into a square collar, which is also trimmed in blue and edged in gold.
- **Mace Bearer, Corporate Counsel and Company Secretary**
  - Cap: Black cloth trencher with silver cord and tassel;
  - Gown: A gown of black cloth faced in Bond University blue with the facing only trimmed in silver bullion oak leaf, with the facing continued into a square collar also trimmed in silver bullion oak leaf.

### 2. Graduates of the University

- **Higher Doctorates**
  - Cap: Black velvet bonnet with gold cord and tassel;
  - Gown: A gown in scarlet cloth with facings as follows:
    - Doctor of the University: faced in Bond University blue silk with the facing trimmed in gold;
    - Doctor of Laws: faced in Lilac silk with the facing trimmed in black;
    - Other Higher Doctorates: faced in the relevant Faculty colour in silk and trimmed in black.
- **Doctor of Philosophy**
  - Cap: Black velvet bonnet with scarlet cord and tassel.
  - Gown: A gown in black cloth with scarlet silk facings trimmed in gold and continuing around the collar.
  - Hood: Made in black cloth and lined in scarlet silk and trimmed in gold, with the lining turned two centimetres on the cowl.
- **Professional Doctorates**
  - Cap: Black cloth trencher.
  - Gown: A gown of black cloth made in the Cambridge MA pattern.
  - Hood: Made in black cloth, lined in silk in the colour of the Faculty awarding the degree and trimmed in scarlet, with the lining turned two centimetres on the cowl.
- **Masters Degrees**
  - Cap: Black cloth trencher.
  - Gown: A gown of black cloth in the Cambridge MA pattern.
  - Hood: Made in Bond University blue cloth and lined in silk in the colour of the Faculty awarding the degree, with the lining turned one centimetre on the cowl.
- **Bachelor Degrees**
  - Cap: Black cloth trencher.
  - Gown: A gown of black cloth in the Cambridge BA pattern.
  - Hood: Made in black cloth and lined in silk in the colour of the Faculty awarding the degree, with the lining turned one centimetre on the cowl.

### 3. Diplomates of the University

#### ▪ Undergraduate Diplomas and Associate Degrees

- Cap: No cap;
- Gown: A gown of black cloth in the Cambridge BA pattern;
- Hood: A stole made in silk in the colour of the Faculty awarding the Diploma or Associate degree.

#### ▪ Graduate Certificates/Diplomas

- Cap: Black cloth trencher;
- Gown: A gown of black cloth in the Cambridge BA pattern;
- Hood: A stole made in silk in the colour of the Faculty awarding the diploma.

### 4. Colours

#### ▪ University

- Bond University – Blue Ultramarine (BCC 148);
- PhD scarlet facings – Peony Red (BCC 37);
- Gold Trim – Gold (BCC 114).

#### ▪ Faculties and University Academic Units

- Business – Buttercup (BCC 53);
- Health Sciences & Medicine – Green (808 U2X);
- Law – Lilac (BCC 176);
- Society & Design – Humanities and Social Sciences: White (BCC 1); Sustainable Development and Architecture: Aqua (Pantone 3115c);
- Transformation CoLab – Spectrum Orange (BCC 57).

#### ▪ Programs

- Bachelor of Medical Studies – Black, Green lining (808 U2X) and Gold piping (BCC 114);
- Doctor of Medicine, Doctor of Physiotherapy – Peony Red (BCC 37), Green lining (808 U2X) and Gold piping (BCC 114).

#### ▪ Aboriginal or Torres Strait Islander stoles

- Aboriginal stole – Black, Red (Pantone 179) and Yellow (Pantone 123);
- Torres Strait Islander stole – Blue (Pantone 301), Green (Pantone 3288), Black and White (BCC 1).