

IMPORTANT INFORMATION ABOUT GRADUATION FOR UNSW RESEARCH STUDENTS

GRADUATION CEREMONIES

- Graduation ceremonies are held each semester. Ceremonies for all Faculties are held in March-May and August/September. A limited number of ceremonies are held in December which includes a ceremony for Faculty of Medicine research students.
- There are also overseas ceremonies held each year that are open for all students to attend.
- You need to be allocated to a graduation ceremony to have your degree conferred (even if you do not attend that ceremony).
- You need to be cleared for graduation by the deadline dates for each round of ceremonies to ensure you can be allocated to that graduation period.

DATES AND TIMES OF GRADUATION CEREMONIES

A graduation schedule is published each semester showing the faculties, dates, times and locations of the ceremonies. The schedules are published in mid-December and mid-July each year. As soon as the schedule is approved it is uploaded to myUNSW. The schedule can be found at <http://www.graduations.unsw.edu.au>

YOUR GRADUATION

- Once your thesis has been approved and you have been cleared for graduation, you will be sent a letter from the Graduate Research School notifying you that you are now eligible for graduation.
- You can check your ceremony date and graduation details using your graduation details page within myUNSW.
- Your myUNSW graduation details page can be found by logging into myUNSW with your Unipass and then selecting your 'Student Profile' tab. A link to your graduation details page is shown on the left hand side of the page. You can also use myUNSW to check your outstanding debts, blocks and thesis title.
- Your graduation may be blocked if you have outstanding debts with the University. Debts include all fees, loans, library fines and equipment.
- At least 4 weeks prior to graduation all research graduands must submit a final bound paper copy and a digital copy of their thesis.
- Your testamur (degree certificate) and transcripts **will not** be presented to you at the ceremony if you have not submitted the library copies (paper and digital) of your thesis, or have debts still owing to the University.

WHAT YOU WILL NEED TO DO:

1. Ensure your contact information held by the University is correct. This includes your mailing address and contact e-mail addresses. You can check your contact details via myUNSW.
2. Ensure your name is correct on your student record. If your name is not correct, you will need to submit a Correction of Personal Details Form and the required documentation to the Graduations Section.
3. Ensure you have cleared all outstanding debts with the University. Debts include all fees, loans, library fines and equipment.
4. Ensure you have submitted the library copies of your thesis no later than 4 weeks prior to your scheduled ceremony.
5. Read the graduation information on myUNSW (link shown overleaf).

OVERSEAS CEREMONIES

Overseas graduation ceremonies are held each year. All graduands are warmly invited to attend. In 2008 ceremonies will be held in Hong Kong and Singapore. Please refer to the graduation ceremony schedule for details.

If you wish to attend an overseas graduation please email your details and request to the Graduations Section in the first instance.

GRADUATION INFORMATION PACKAGE

A graduation information package is sent to all graduating students approximately 3 weeks prior to your scheduled ceremony. This package will include information about the ceremony including academic dress hire, what happens during the ceremony, and your 3 guest tickets.

NOT ATTENDING THE CEREMONY

If you will be unable to attend your scheduled graduation ceremony, your degree will be conferred in your absence. To have your documents mailed you will need to complete the 'Testamur Mailing Request Form' that can be downloaded from myUNSW and submit the completed form to the Graduations Section. Documents will be mailed out at the *end* of the graduation ceremony period.

ATTENDING A LATER CEREMONY

If you are unable to attend your scheduled ceremony and wish to attend a later graduation, you must complete the 'Request To Attend a Later Graduation Ceremony' form that can be downloaded from myUNSW and submit the completed form to the Graduations Section.

myUNSW INFORMATION ABOUT GRADUATION PAGES

Pages are updated in early December and July for the following round of ceremonies.

myUNSW login and main page:

<https://my.unsw.edu.au/>

You do NOT need a Unipass to access the information on the following pages:

Main graduation information page, graduation schedule and forms:

<http://www.graduations.unsw.edu.au>

Information for potential graduands:

<https://my.unsw.edu.au/student/academiclife/graduandsimportantinfo.html>

Information about overseas ceremonies:

<https://my.unsw.edu.au/student/academiclife/graduationsoverseas.html>

Ceremony Information for Graduating Students:

<https://my.unsw.edu.au/student/academiclife/graduandsimportantinfo2.html>

FURTHER INFORMATION:

Graduations Section, Student Administration and Records, UNSW Student Services

graduations@unsw.edu.au Tel: 9385 3092 or 9385 2435

Graduate Research School

Contact the e-mail address for your Faculty:

Arts and Social Sciences: arts.grs@unsw.edu.au

Built Environment: fbe.grs@unsw.edu.au

Commerce: comm.grs@unsw.edu.au

Engineering: engineering.grs@unsw.edu.au

Law: law.grs@unsw.edu.au

Medicine: medicine.grs@unsw.edu.au

Science: science.grs@unsw.edu.au

College of Fine Arts and AGSM students – Please contact your Faculty Office