

Graduation@Swinburne – Applying to Graduate

If you are ineligible to graduate

You will receive a letter stating the reasons why you are ineligible. You should contact your Faculty or School directly if you have enquiries. (The Awards, Ceremonies and Examination Section does not make decisions regarding a student's eligibility.)

If you paid to attend a ceremony, you will also receive a full refund of your graduation fee **after** the ceremony/date.

What happens if I want to change my application or personal details?

We need any changes to your application or to your personal details **in writing**. Forms are available from the Student Information Centres (at all Campuses) or by calling or emailing the Awards, Ceremonies and Examination section.

my address

We need you to fax or write in to us (or submit an "Amendment to Application for Award/Graduation" form) stating your name, your student ID, your old address, your new address (and **when** it becomes your active address) and you need to sign and date the letter or form.

You can also amend your address details online at www.swinburne.edu.au and selecting 'swinlink' under 's' in the index.

my name

You will need to provide evidence of your correct legal name. Satisfactory proof of identity documents includes any of: a certified photocopy of your birth certificate, driver's licence, passport, or marriage certificate.

the award title

You will need to speak to your School or Faculty in the first instance.

Still have questions?

Contact us at:
awards@swin.edu.au

More information is available at:
www.swinburne.edu.au/graduation

Our address

Awards Section H79
Swinburne University of Technology
PO Box 218
Hawthorn VIC 3122
Australia

Our phone and facsimile

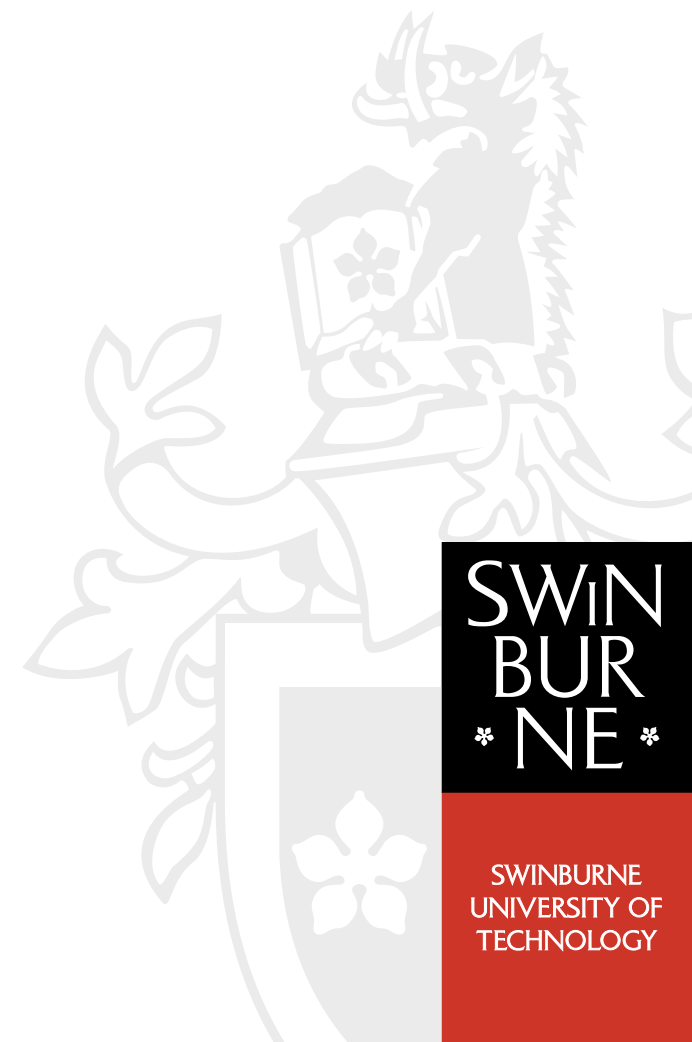
Telephone: (+61 3) 9214 8000
Facsimile: (+61 3) 9214 8981

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Students need to apply to graduate from their course and to receive their award certificate.

Even if you have successfully completed all your subjects, you have not officially graduated – and cannot call yourself a graduate – until you have been through the graduation process.

ALL TAFE and Higher Education students should submit an 'Application for Award/Graduation' form in their final term or semester of study.

Where do I get an application form?

They are available from:

- ▶ the Student Information Centres on all Campuses
- ▶ your Faculty/School or Department administration/enquiries office
- ▶ the Swinburne website (put “graduation” or “awards” in as search keywords) or go to: www.swinburne.edu.au/studentforms
- ▶ the Awards and Ceremonies section
(email us at awards@swin.edu.au or call us on 9214 8000)

How do I submit the form?

The form (with appropriate payment) can be submitted via:

- ▶ Mail
or
- ▶ Facsimile (make sure you fill in the credit card payment details if you are attending a ceremony)
or
- ▶ At the Student Information Centre or Cashier on any Swinburne campus (the SIC or Cashier will then forward the form to us).

Closing dates for application forms

Information on application closing dates can be found at www.swinburne.edu.au/corporate/registrar/student/awards_closingdates.htm

Options for graduation

- ▶ Students completing a Certificate IV, Diploma, Advanced Diploma, Graduate Certificate, Graduate Diploma, or Bachelor, Master or Doctoral degrees can choose **to attend a graduation ceremony**
- ▶ **All** students can choose to graduate **in absentia** (“in your absence”). In this case your certificate is sent to you in the mail **two weeks after** the relevant graduation ceremony is held.

Students must submit the correct payment if they are attending a ceremony. There is no charge for a student to graduate in absentia, there is however a \$50 postage and handling fee for testamurs to be mailed overseas.

Multiple applications

If you are applying for more than one Award, **you must submit a separate application form (with payment if appropriate) for each award.**

If you want to attend a graduation ceremony, you should pay the graduation ceremony fee for the highest Award, and choose the in absentia mailout option for each subsequent Award.

If you wanted to have all of your certificates sent to you in the mail, you simply choose the in absentia mailout option for each of your Award applications.

What happens next?

Once we have received your application and processed any payment, we will check that you have the correct enrolment for the Award and do not have any outstanding debts to the University.

Your application will then be processed and an **acknowledgement letter** will be sent to you. This could take up to two weeks. **Please read the letter carefully.** The acknowledgement letter will state your name and address, the award title and course code for which you have applied, and advise you of a ceremony or mailout date.

If you have a query or notice an error in the information sent about your name, award title, address or ceremony/mailout date, contact the Awards, Ceremonies and Examination Section *as soon as possible*.

Once the closing dates for applications have passed and student results have been released, your application will be sent to your School for them to assess your eligibility.

Application status

To check the status of your application and to confirm the date and time of your ceremony/award mailout, check the Awards, Ceremonies and Examination Section website at: www.swinburne.edu.au/graduation

If you are eligible to graduate

You will receive either information and tickets (if you are attending a ceremony) or information (if you have chosen to graduate in absentia) **approximately three weeks before the ceremony.**

This will be your final chance to correct any mistakes in your name, award title or address.

If you chose to have your certificate mailed to you, this will be sent out two weeks after the ceremony.