

Procedures for Attending Alternative Presentation Ceremonies

INTRODUCTION

The University is committed to providing students with high quality educational experiences and outcomes.

Indigenous higher education students can undertake study in courses that have units delivered at the Batchelor Institute on behalf of the University. Eligible Indigenous students may choose to attend a Batchelor Institute presentation ceremony at either the Batchelor campus or the Alice Springs Desert Peoples' Centre to receive their award documentation and acknowledgement of achievement, once their award is conferred by the University.

COMPLIANCE

This is a compliance requirement under the [Charles Darwin University Act 2003](#) part 3, section 15

INTENT

This document outlines the options for eligible graduands and the procedures for attending alternative presentation ceremonies.

RELEVANT DEFINITIONS

In the context of this document

Graduation ceremony means an official ceremony of the University, which includes a conferral of awards by the Chancellor of the University;

Confer means the act of granting an award to an eligible student;

Graduand means a student that has completed all requirements for an award, but has not yet had the award conferred;

Graduation documentation means the documents that are given to students upon graduation such as testamur and Australian Higher Education Graduation Statement;

Graduate means a student that has had an award conferred by the Chancellor of the University; and

Presentation ceremony means a ceremony, including the BIITE graduation ceremony, where an eligible student of the University may receive graduation documentation, that does not include a conferral.

PROCEDURES

General

Student Administration will determine graduand eligibility for attendance at a Batchelor Institute presentation ceremony at the same time as processing graduands for the University's graduation ceremonies.

Eligibility Criteria

Graduands meeting the following eligibility criteria will be given the option to attend a Batchelor Institute ceremony:

- Identify as Aboriginal or Torres Strait Islander;
- Have completed at least one (1) unit of their course delivered by the Batchelor Institute at the Batchelor or Desert Peoples' Centre delivery locations; and
- Will have an award conferred at the University, prior to the next scheduled Batchelor Institute ceremony.

Invitation Process

Approximately six (6) weeks prior to a scheduled University ceremony, eligible graduands will be given an invitation to attend a ceremony, with an option to attend the next scheduled Batchelor Institute BIITE presentation ceremony in either Batchelor or the Desert Peoples' Centre in Alice Springs, instead of a University ceremony.

Graduands must respond to the invitation, and either accept or decline by contacting the [Graduations Team](#) by email or telephone, indicating a preferred ceremony choice.

Transfer of Private Information

When electing to attend a Batchelor Institute BIITE presentation ceremony, graduands are taken to have authorised the University to transfer personal information and documentation to the Batchelor Institute for the purpose of participating in the Batchelor Institute ceremony.

The University will provide Batchelor Institute with:

- A list of graduands as soon as is practicable after the cut-off date for each graduation round, for publication in the Batchelor Institute presentation program.
- The documentation for presentation at the Batchelor Institute ceremony, after the applicable University ceremony.

Ceremony

Graduands may only attend one (1) ceremony. Graduands unable to attend a University ceremony may graduate [in absentia](#) and receive the graduation documentation, approximately two (2) weeks after the University ceremony.

Graduands electing to attend a University graduation ceremony should refer to the Student Administration webpages for more information on the [Graduation Ceremony](#).

Graduands electing to attend a Batchelor Institute presentation ceremony are advised that:

- Graduan records will be marked 'in absentia' for the purpose of the University ceremony;
- Batchelor Institute academic dress will be worn; and
- Official University documentation will be presented to the graduand at the Batchelor Institute presentation ceremony, but it will not be conferred by the Batchelor Institute Chancellor.

Travel

Graduands are advised to contact the Australian Government Department of Human Services – [ABSTUDY](#) to have their eligibility for assistance with [graduation travel](#) assessed.

Graduands are not eligible under the University's Away From Base funding program for travel assistance to attend graduation/presentation ceremonies.

ESSENTIAL SUPPORTING INFORMATION

Internal

Document History and Version Control			
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Sponsor:	Pro Vice Chancellor, Education and Student Success		
Contact Officer:	Manager, Graduations		

Version	Date Approved	Approved by	Brief Description
1.00	17 Apr 2013	Vice-Chancellor	Creation of original document and upload to CDU website.
1.01	15 Dec 2017	Governance	<ul style="list-style-type: none"> • Conversion to new Governance template due to new University branding • Updated hyperlinks • Added Pro Vice Chancellor, Education and Student Success as Sponsor
1.02	24 June 2019	Vice- Chancellor	<ul style="list-style-type: none"> • Updated to reflect disestablishment of ACIKE agreement • Updated title to reflect inclusion of BIITE graduands instead of ACIKE graduands • Updated to reflect restructure Student Administration • Administrative amendments after review • Updated Contact Officer