Graduation Options and Procedures for ACIKE Students

INTRODUCTION

In 2012, the University established the Australian Centre for Indigenous Knowledges and Education (ACIKE) in partnership with the Batchelor Institute of Indigenous Tertiary Education (BIITE). Through this partnership, it is recognised that eligible graduands may attend a BIITE graduation ceremony at Batchelor or the Alice Springs, Desert Peoples’ Centre to receive award documentation and acknowledgement of achievement.

The University is the awarding institution for all higher education degrees within the partnership and awards are conferred by the Chancellor at University graduation ceremonies.

COMPLIANCE

This is a compliance requirement under the Charles Darwin University Act 2003 part 3, section 15

INTENT

This document outlines the options for ACIKE graduands and the procedures for attending graduation ceremonies.

RELEVANT DEFINITIONS

In the context of this document

Callista means the student management system used by the University;

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, academic record 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
The Office of Student Administration and Equity Services (OSAES) will determine graduand eligibility for attendance at a BIITE presentation ceremony at the same time as processing graduands for the University’s graduation ceremonies.

In March and July of each year, OSAES staff members will run Callista reports to identify potential graduands. The reports are forwarded to the relevant faculty for confirmation that the student has met all of the course requirements. Once confirmed the graduation process will commence.

**Eligibility Criteria**

Graduands meeting the following eligibility criteria will be given the option to attend a BIITE presentation ceremony:

- Identify as Aboriginal or Torres Strait Islander decent;
- Have attended at least one internal unit at the Batchelor or Desert Peoples’ Centre delivery locations; and
- Will have an award conferred at the University graduation ceremony (May/June or October), prior to the next scheduled BIITE presentation ceremony.

**Invitation Process**

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

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

**Transfer of Private Information**

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

The University will provide BIITE with a list of graduands as soon as is practicable after the cut-off date for each graduation round, for publication in the BIITE graduation program.

The University will provide BIITE with the graduation documentation for presentation at the BIITE presentation ceremony, after the applicable University graduation ceremony.

**Ceremony**

Graduands may only attend one ceremony. Graduands unable to attend a University graduation ceremony may graduate in absentia and receive the graduation documentation by registered mail, approximately two (2) weeks after the University graduation ceremony.

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

For graduands electing to attend a BIITE presentation ceremony, the following will apply:
Graduation records will be marked ‘in absentia’ for the purpose of the University graduation ceremony, with official attendance recorded in Callista for the BIITE presentation ceremony;
- BIITE academic dress will be worn; and
- Official University graduation documentation will be presented to the graduand, but will not be conferred by the Chancellor at the BIITE presentation ceremony.

Graduands will be eligible to attend and receive graduation documentation at a BIITE presentation ceremony, after the applicable University graduation ceremony, provided the graduand has not participated in that ceremony.

Travel

Graduands are not eligible under the Away From Base funding program for travel assistance to attend graduation/presentation ceremonies. Graduands are responsible for all individual costs associated with travelling to and from a nominated ceremony.

ESSENTIAL SUPPORTING INFORMATION

Internal
## Document History and Version Control

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<thead>
<tr>
<th>Version</th>
<th>Date Approved</th>
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<tbody>
<tr>
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