

# Code of Conduct

## Section 1 - Overview and scope

- (1) The Code of Conduct (the Code) for the University of New England establishes principles to be applied by UNE Representatives in their activities and behaviour. As the University is a public sector entity, UNE Representatives are expected to serve the public interest, including through showing leadership and contributing to the public good, promoting academic freedom and a supportive, respectful, safe and healthy environment for our staff and students and engaging in ethical business practices with our partners, aligned with our values as in our strategic plan.
- (2) In applying the Code, the University of New England is committed to reconciliation and inclusivity by building collaborative, meaningful relationships of reciprocity. Our vision is to ensure our institution is a culturally safe and culturally aware workplace that recognises the value of improving outcomes for Aboriginal and Torres Strait Islander people. Our inaugural Reconciliation Action Plan outlines our Reconciliation journey, which is inclusive of staff and students with a commitment to Relationships, Respect and Opportunities. We will continue to provide an environment that respects Aboriginal and Torres Strait Islander peoples, histories, cultures and connections to country by encouraging staff, Students and communities to unify in our journey of Reconciliation.
- (3) This Code is a University Rule and applies to all UNE Representatives.

## Section 2 - Rule

### Principles

- (4) The six principles outlined below align with our values, and are supported by the University's Policies, Procedures and Guidelines which provide the detail to inform our activities and behaviours.

#### **Principle 1 - We treat others with respect, value difference and opinions.**

- (5) We observe this principle by:
  - a. treating all people we deal with through our work at the University with courtesy, dignity and respect and maintaining a cooperative and collaborative approach to working relationships;
  - b. never discriminating, harassing, or bullying any person we deal with through our work at the University within the meaning of the relevant laws;
  - c. our commitment to open inquiry and academic debate as stated in the [Freedom of Speech Principles and Academic Freedom Statement \(the Statement\)](#);
  - d. exercising freedom of speech and academic freedom in a manner consistent with the principles in [the Statement](#); and
  - e. making decisions based on merit, and not on attributes that are irrelevant to performance, employment, admission or other engagements with the University.

**Principle 2 — In the performance of our duties, we serve the public good, including through our promotion of academic freedom and thereby also support the values and best interest of the University.**

(6) We observe this principle by:

- a. promoting the exercise of academic freedom, intellectual freedom, free inquiry and free intellectual inquiry;
- b. undertaking our duties with care, diligence, and in alignment with the best interest of the University (not private interest);
- c. being accountable for the decisions we make and the actions we take;
- d. exercising our authorities responsibly and within our delegated limits;
- e. behaving in a way that takes into account our impact on the broader community and the environment in both the short and long term; and
- f. never wilfully, intentionally or negligently behaving in a way that may damage the University's reputation, whilst representing the University (noting that this is not a limitation of academic freedom or Principle 3).

**Principle 3 - We act with honesty and integrity, transparency and openness.**

(7) We observe this principle by:

- a. not making improper use of the information acquired to gain, directly or indirectly an advantage for ourselves or another, or to cause detriment to the University;
- b. being honest in all our communications and dealings with the University and its communities;
- c. acting lawfully, honestly and exercising due care and diligence in carrying out our duties;
- d. ensuring all dealings with UNE Representatives, students, suppliers and third parties are properly recorded and transparent;
- e. ensuring efficient use and management of University resources for University purposes and ensuring at all times resources are not misappropriated;
- f. reporting any suspicions of fraud, corruption, maladministration, theft or other dishonest behaviour;
- g. identifying, disclosing and managing conflicts of interest pertaining to ourselves and/or others; and
- h. behaving ethically and taking action to prevent unethical practices, including via public interest disclosure.

**Principle 4 - We respect privacy and maintain confidentiality.**

(8) We observe this principle by:

- a. keeping information secure and not disclosing personal or confidential information with anyone unless authorised to do so;
- b. taking all reasonable precautions to prevent unauthorised access to, or misuse of University records and information; and
- c. accessing and using information and information systems only for authorised purposes.

**Principle 5 - We promote best practice in workplace health and safety.**

(9) We observe this principle by:

- a. promoting a safe working environment, including taking responsibility for our health and safety and the health and safety of others, and reporting any issues as soon as practicable;
- b. complying with all applicable laws, policies, procedures, guidelines, protocols and standards relating to work, health and safety including University Rules, Policies and Guidelines; and
- c. cooperating with the University to ensure compliance with all relevant work, health and safety laws.

**Principle 6 - We comply with all applicable laws, industrial instruments, University Rules, Policies and Guidelines.**

(10) We observe this principle by:

- a. completing all required training and education programs, and building and maintaining our awareness and understanding of relevant laws (including by reference to UNE's Compliance Register, enterprise (collective) agreements, Rules, Policies, Guidelines, Procedures and practices;
- b. seeking guidance about the interpretation of a particular law, enterprise (collective) agreement, Rule, Policy, Procedure, Guideline or practice from the appropriate UNE Representative; and
- c. honestly reporting all actual or suspected breaches of this Code, the law, enterprise (collective) agreement, or University's Rules, Policies and Procedures immediately to the relevant UNE Representative.

## Section 3 - Authority and compliance

### Authority

- (11) The Council, pursuant to Section 29 of the [University of New England Act](#), makes this University Rule.
- (12) This Rule operates as and from the Effective Date.
- (13) The Rule Custodian, the Vice-Chancellor and Chief Executive Officer, is authorised to make Procedures and Guidelines for the operation of this University Rule. The Procedures and Guidelines must be compatible with the provisions of this Rule.
- (14) The previous Code of Conduct Rule is replaced and has no further operation from the Effective Date of this Rule.
- (15) Notwithstanding the other provisions of this University Rule, the Vice-Chancellor and Chief Executive Officer may approve an exception to this Rule where the Vice-Chancellor and Chief Executive Officer determines the application of the Rule would otherwise lead to an unfair, unreasonable or absurd outcome. Approvals by the Vice-Chancellor and Chief Executive Officer under this clause must be documented in writing and must state the reason for the exception.
- (16) ComplianceAll UNE Representatives must comply with this Rule. A failure to comply with this Rule may amount to misconduct/serious misconduct and/or unsatisfactory performance.
- (17) To the extent of any inconsistency between this Code and the Freedom of Speech Principles and Academic Freedom Statement (the Statement), the Statement prevails.

### Status and Details

Status	Current
Effective Date	To Be Advised
Review Date	To Be Advised
Approval Authority	Vice-Chancellor and Chief Executive Officer
Approval Date	To Be Advised
Expiry Date	To Be Advised
Unit Head	Brigid Heywood Vice-Chancellor and Chief Executive Officer vadministration@une.edu.au
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## Glossary Terms and Definitions

**"UNE Representative"** - Means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

**"Student"** - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

**"Effective Date"** - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.

### **"Academic Freedom"** -

Academic Freedom comprises:

- the freedom of academic staff to teach, discuss, and research and to disseminate and publish the results of their research;
- the freedom of academic staff and students to engage in intellectual inquiry, to express their opinions and beliefs, and to contribute to public debate, in relation to their subjects of study and research;
- the freedom of academic staff and students to express their opinions in relation to the higher education provider in which they work or are enrolled;
- the freedom of academic staff to participate in professional or representative academic bodies;
- the freedom of students to participate in student societies and associations;
- the autonomy of the higher education provider in relation to the choice of academic courses and offerings, the ways in which they are taught and the choices of research activities and the ways in which they are conducted.

Academic freedom is a composite principle, as stated in the Freedom of Speech Principles and Academic Freedom Statement at Principle 2, and in Clauses 10 and 11.

**"Intellectual Freedom"** - Intellectual Freedom has a meaning corresponding with academic freedom.

**"University"** - University of New England

# Code of Conduct

## Section 1 - Overview and scope

- (1) The Code of Conduct (the Code) for the University of New England establishes principles to be applied by ~~all~~ UNE Representatives in their activities and behaviour. As the University is a public sector entity, UNE Representatives are expected to serve the public interest ~~and promote our organisational culture which is founded on our University values, outlined, including through showing leadership and contributing to the public good, promoting academic freedom and a supportive, respectful, safe and healthy environment for our staff and students and engaging in ethical business practices with our partners, aligned with our values as~~ in our strategic plan.
- ~~(1) All UNE Representatives must be aware of and comply with the Code. The Code does not seek to identify common or statutory law requirements, and reference must be made to the University of New England Act 1993 (NSW), the University Compliance Register, University policies and procedures, and other sources for such guidance.~~

## ~~Section 2 - Scope~~

- ~~(2) In applying the Code, the University of New England is committed to reconciliation and inclusivity by building collaborative, meaningful relationships of reciprocity. Our vision is to ensure our institution is a culturally safe and culturally aware workplace that recognises the value of improving outcomes for Aboriginal and Torres Strait Islander people. Our inaugural Reconciliation Action Plan outlines our Reconciliation journey, which is inclusive of staff and students with a commitment to Relationships, Respect and Opportunities. We will continue to provide an environment that respects Aboriginal and Torres Strait Islander peoples, histories, cultures and connections to country by encouraging staff, Students and communities to unify in our journey of Reconciliation.~~
- ~~(2)(3) This Code is a University Rule and applies to all UNE Representatives.~~

## Section 32 - Rule

### Principles

- (4) The ~~five~~six principles outlined below align with our values, and are supported by the University's ~~policies, procedures~~Policies, Procedures and ~~guidelines~~Guidelines which provide the detail to inform our activities and behaviours.

**Principle 1 - We treat others with respect, value difference and opinions.** ~~We seek to maintain a safe working environment.~~

- (5) We observe this principle by:
- treating all people we deal with through our work at the University with courtesy, dignity and respect and maintaining a cooperative and collaborative approach to working relationships;
  - ~~Never~~never discriminating, harassing, or bullying ~~or treating less favourably~~ any person we deal with through our work at the University. ~~Acting appropriately includes being aware that some behaviour may be acceptable to each within the meaning of us, but not~~ the relevant laws;

~~b.c. our commitment to others; open inquiry and academic debate as stated in the Freedom of Speech Principles and Making Academic Freedom Statement (the Statement);~~

~~d. exercising freedom of speech and academic freedom in a manner consistent with the principles in the Statement; and~~

~~e.e. making decisions based on merit, and not on attributes that are irrelevant to performance, employment, admission or other engagements with the University; and~~

~~a. Promoting a safe working environment, including taking responsibility for our health and safety and the health and safety of others, and reporting any issues as soon as possible.~~

**Principle 2 — In the performance of our duties, we ~~will act to~~ insure the public good, including through our promotion of academic freedom and thereby also support the values and best interest of the University ~~and value the University's reputation.~~**

(6) We observe this principle by:

~~a. Undertaking promoting the exercise of academic freedom, intellectual freedom, free inquiry and free intellectual inquiry;~~

~~a-b. undertaking~~ our duties with care, diligence, and in alignment with the best interest of the University (not private interest);

~~b-c. Being being~~ accountable for the decisions we make and the actions we take;

~~e-d. Exercising exercising~~ our authorities responsibly and within our delegated limits;

~~e-e. Behaving behaving~~ in a way that takes into account our impact on the broader community and the environment in both the short and long term; and

~~e-f. Never never wilfully, intentionally or negligently~~ behaving in a way that may damage the University's reputation, whilst representing the University. (noting that this is not a limitation of academic freedom or Principle 3).

**Principle 3 - We act with honesty and integrity, transparency and openness.**

(7) We observe this principle by:

a. ~~Not not~~ making improper use of the information acquired to gain, directly or indirectly an advantage for ~~yourself~~ ourselves or another, or to cause detriment to the University;

b. ~~Being being~~ honest in all our communications and dealings with the University and its communities;

~~c. Ensuring acting lawfully, honestly and exercising due care and diligence in carrying out our duties;~~

~~e-d. ensuring~~ all dealings with ~~University~~ UNE Representatives, students, suppliers and third parties are properly recorded and transparent;

~~e-e. Ensuring ensuring~~ efficient use and management of University resources for University purposes and ensuring at all times resources are not misappropriated;

~~e-f. Reporting reporting~~ any suspicions of fraud, corruption, maladministration, theft or other dishonest behaviour;

~~f-g. Identifying identifying~~, disclosing and managing conflicts of interest pertaining to ourselves and/or others; and

~~g-h. Behaving behaving~~ ethically and taking action to prevent unethical practices, including via public interest disclosure.

**Principle 4 - We respect privacy and maintain confidentiality.**

(8) We observe this principle by:

a. ~~Keeping keeping~~ information secure and not disclosing personal or confidential information with anyone unless authorised to do so;

~~Principle 5 — We comply with the UNE Act, relevant laws and their obligations, relevant enterprise (collective) agreements and UNE policies and procedures.~~

- b. taking all reasonable precautions to prevent unauthorised access to, or misuse of University records and information; and
- c. accessing and using information and information systems only for authorised purposes.

**Principle 5 - We promote best practice in workplace health and safety.**

(9) We observe this principle by:

- a. Completing~~promoting~~ a safe working environment, including taking responsibility for our health and safety and the health and safety of others, and reporting any issues as soon as practicable;
- b. complying with all applicable laws, policies, procedures, guidelines, protocols and standards relating to work, health and safety including University Rules, Policies and Guidelines; and
- c. cooperating with the University to ensure compliance with all relevant work, health and safety laws.

**Principle 6 - We comply with all applicable laws, industrial instruments, University Rules, Policies and Guidelines.**

(10) We observe this principle by:

- a. completing all required training and education programs ~~to build, and maintain~~building and maintaining our awareness and understanding of relevant laws (including by reference to UNE's Compliance Register, enterprise (collective) agreement, policies, procedures, agreements, Rules, Policies, Guidelines, Procedures and practices;
- b. Seeking~~seeking~~ guidance about the interpretation of a particular law, enterprise (collective) agreement, ~~policy, procedure~~Rule, Policy, Procedure, Guideline or practice from the appropriate UNE Representative; and
- b.c. Honestly~~honestly~~ reporting all actual or suspected breaches of this Code, the law, enterprise (collective) agreement, or University's ~~policies~~Rules, Policies and ~~procedures~~Procedures immediately to the relevant University~~UNE~~ Representative.

## **Section 3 - Authority and ~~compliance~~ Compliance**

### **Authority**

(11) The Council, pursuant to Section 29 of the University of New England Act, makes this University Rule.

~~(10) All UNE Representatives must comply with this Rule. A failure to comply with this rule may amount to misconduct/serious misconduct and/or unsatisfactory performance.~~

~~(11) The Rule Administrator, the Vice-Chancellor and Chief Executive Officer, is authorised to make procedures and guidelines for the operation of this University Rule. The procedures and guidelines must be compatible with the provisions of this Rule.~~

(12) This Rule operates as and from the Effective Date.

~~(13) Previous~~The Rule Custodian, the Vice-Chancellor and Chief Executive Officer, is authorised to make Procedures and Guidelines for the operation of this University Rule. The Procedures and Guidelines must be compatible with the provisions of this Rule.

~~(14) The previous~~ Code of Conduct ~~Rules/Policies and related documents are~~Rule is replaced and ~~have~~has no further operation from the Effective Date of this ~~new rule~~Rule.

~~(14)~~(15) Notwithstanding the other provisions of this University Rule, the Vice-Chancellor and Chief Executive Officer may approve an exception to this Rule where the Vice-Chancellor and Chief Executive Officer determines the application of the Rule would otherwise lead to an unfair, unreasonable or absurd outcome. Approvals by the Vice-Chancellor and Chief Executive Officer under this clause must be documented in writing and must state the reason for the exception.

## Compliance Section 4 – Definitions

~~(16) Policies include rules, policies, and protocols.~~

(16) All UNE Representatives must comply with this Rule. A failure to comply with this Rule may amount to misconduct/serious misconduct and/or unsatisfactory performance.

(17) To the extent of any inconsistency between this Code and the Freedom of Speech Principles and Academic Freedom Statement (the Statement), the Statement prevails.

### Status and Details

Status	Current
Effective Date	<del>31st July 2015</del> To Be Advised
Review Date	<del>24th July 2018</del> To Be Advised
Approval Authority	Vice-Chancellor and Chief Executive Officer
Approval Date	<del>24th July 2015</del> To Be Advised
Expiry Date	To Be Advised
Unit Head	Brigid Heywood Vice-Chancellor and Chief Executive Officer vadministration@une.edu.au
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### Glossary Terms and Definitions

"**UNE Representative**" - Means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

"Student" - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

"**Effective Date**" - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.

#### "Academic Freedom" -

Academic Freedom comprises:

- the freedom of academic staff to teach, discuss, and research and to disseminate and publish the results of their research;
- the freedom of academic staff and students to engage in intellectual inquiry, to express their opinions and beliefs, and to contribute to public debate, in relation to their subjects of study and research;
- the freedom of academic staff and students to express their opinions in relation to the higher education provider in which they work or are enrolled;
- the freedom of academic staff to participate in professional or representative academic bodies;
- the freedom of students to participate in student societies and associations;



the autonomy of the higher education provider in relation to the choice of academic courses and offerings, the ways in which they are taught and the choices of research activities and the ways in which they are conducted.

Academic freedom is a composite principle, as stated in the Freedom of Speech Principles and Academic Freedom Statement at Principle 2, and in Clauses 10 and 11.

Academic Freedom comprises: the freedom of the University (as an institution) to make decisions regarding academic programs and research priorities and for autonomy and self-governance; and the freedom and autonomy of individual staff and students to: pursue, create, critique and contribute knowledge through research, education, publication and dissemination, including participation in disciplinary and professional communities, academic governance, engagement in free and open inquiry; and participate in the development, evolution and questioning of standards and practices of scholarship and of governance, including criticism of higher education institutions, and systems, including their own.

"Intellectual Freedom" - Intellectual Freedom is has a meaning corresponding with academic freedom the freedom to conduct research, teach, learn, speak, and publish, subject to the norms and standards of scholarly inquiry, without interference or penalty, wherever the search for truth and understanding may lead.

"University" - University of New England

PROPOSED

# Freedom of Speech Principles and Academic Freedom Statement

## Section 1 - Objective and scope

- (1) The University of New England affirms freedom of speech and academic freedom as core UNE values demonstrating UNE's commitment to, within the law and duty of care:
  - a. support a person's right to freedom of speech;
  - b. establish as a paramount value and to promote, develop and maintain supports and avenues for the fullest exercise of freedom of speech, academic freedom and free intellectual inquiry; and
  - c. affirm the importance of UNE's institutional autonomy under law in the regulation of its affairs including in the protection of freedom of speech and academic freedom.
- (2) These Principles apply to all UNE Representatives including representatives of UNE's Controlled Entities, students, external visiting speakers and invited visiting speakers and should be read in conjunction with UNE's [Freedom of Speech and Academic Freedom Guidelines](#).
- (3) Within these Principles:
  - a. Part A outlines UNE's freedom of speech principles and how they are supported; and
  - b. Part B states UNE's commitment to academic freedom and attendant considerations to uphold these freedoms within the University context.

## Part A - Freedom of speech principles

### Principles

#### Principle 1 – The University values freedom of speech.

- (4) The University values freedom of speech:
  - a. for its own sake (encouraging individual and institutional autonomy, speech and expression); and
  - b. for its contribution to the broader public good, democracy and civil society.

#### Principle 2 - The University upholds the right of all persons to speak publicly on any issue in their private capacity.

- (5) The University upholds the right of all persons to speak publicly on any issue, including in relation to UNE and to lawfully and freely express their opinions in their private capacity as an individual member of society subject only to the constraints imposed by:
  - a. the reasonable and proportionate regulation of conduct necessary to the discharge of the University's teaching and research activities;
  - b. the right and freedom of all to express themselves and to hear and receive information and opinions;

- c. the reasonable and proportionate regulation of conduct to enable to University to fulfill its duty to foster the wellbeing of staff and students;
- d. UNE Representatives should ensure when exercising lawful freedom of speech that they do not represent themselves as spokespersons for the University unless they are authorised to do so; and
- e. University academic staff should ensure when exercising lawful freedom of speech in relation to academic matters that UNE's Academic Freedom Statement is considered.

**Principle 3 - The University actively promotes freedom of lawful speech.**

(6) The University actively promotes freedom of speech by:

- a. establishing, promoting, developing and maintaining supports and avenues for the fullest exercise of freedom of speech, academic freedom and free intellectual inquiry;
- b. committing to openness of conduct of the University, including through openness of governance, open access of documentation, encouragement of internally produced free media, and the encouragement of civil, robust and rigorous debate; and
- c. encouraging participation from all members in UNE decision-making bodies and the expression of diverse views and perspectives to inform resolutions.

**Principle 4 - The University retains the right and responsibility to determine the terms of conditions of the use of University facilities for speech.**

(7) The University has the right and responsibility to determine the terms and conditions upon which it shall permit external visitors and invited visitors to speak on university land and use university facilities.

## **Part B - Academic freedom statement**

### **Principles**

**Principle 1 – Academic Freedom is a fundamental principle that is foundational to the University's existence and purpose.**

(8) The ultimate aim of the University is the common good which is served by academic freedom through the pursuit of truth, the advancement of learning and the sharing of knowledge for both its own sake and for the betterment of all in society both specifically and generally, and in particular to address social and environmental challenges, and current and historic injustices and silences.

(9) The University upholds academic freedom as a fundamental principle, reflecting the University's appreciation of academic freedom as essential to the conduct of a free and democratic society and to the quest for intellectual, moral and material advancement through informed comment and debate.

**Principle 2 – Academic Freedom is a composite principle comprising institutional and collective autonomy, academic and self-governance of the University and of the academy, as well as the freedom and autonomy of individual staff and students.**

(10) All members of the academy, and broader collegiate, are free to learn, pursue, create, critique and contribute knowledge through research, education, publication and dissemination, including through participation in disciplinary and professional communities, student societies and associations, academic and institutional governance, engagement in free and open inquiry and public debate, and in the development, evolution and questioning of standards and practices of scholarship and of governance, including criticism of higher education institutions, and systems, including their own, without interference or constraint, censorship or penalty, wherever the search for truth and understanding may lead.

(11) As a composite principle academic freedom is both a shared freedom and a shared responsibility. Both the academy and the institution have freedom and responsibility regarding research and teaching and in decision-making about research and teaching, as well as in administration and governance of the university.

**Principle 3 – Academic Freedom requires the active support of the State, the institution, and the academy.**

(12) It is the responsibility of the University and of all staff and students to exercise, and maximise academic freedom. Academic Freedom should be given the fullest expression possible in order to ensure maximum benefit to present and future communities and environments, including for peace and sustainability, through encouragement and support of creative and critical thinking, diversity and plurality of thought and perspectives, robust and rigorous reasoning and debate, challenging of ideas and accepted tenets, and open communication, collegiality and collaboration, that are all essential for the maximization of the benefits of academic freedom.

(13) Academic Freedom is supported by diversity in representation, transparency and accountability, and by research ethics requirements and observation of basic norms of civil conduct and a nurturing learning environment that enables the fullest and proper exercise of academic freedom.

(14) It is recognised that the role of the State is to advance and promote academic freedom to the fullest extent possible in order including by the provision of sufficient support to the University to enable full autonomy.

## Section 2 - Authority and compliance

### Compliance

(15) The freedoms expressed in this Statement are consistent with the [University of New England Act 1993 \(NSW\)](#) and its references within UNE's object and principal functions, including:

- a. UNE's object, which is: 'the promotion, within the limits of the University's resources, of scholarship, research, free inquiry, the interaction of research and teaching, and academic excellence'.
- b. UNE's principal functions including:
  - i. the encouragement of the dissemination, advancement, development and application of knowledge informed by free inquiry (Section 6(2)(b));
  - ii. the participation in public discourse (Section 6(2)(d)); and
  - iii. the provision of teaching and learning that engage with advanced knowledge and inquiry (Section 6(2)(f)).

(16) [The Higher Education Support Act 2003](#) (Cth) (as amended) requires all higher education providers to have policy material that upholds freedom of speech and academic freedom.

(17) [Higher Education Standards Framework \(Threshold Standards\) 2021](#) provides that for a higher education provider to satisfy the requirements of the B1.3 'Australian University Category' that the criteria for the 'Institute of Higher Education' category must be satisfied, which includes the following requirement: The higher education provider meets the requirements of Part A, has clearly articulated higher education purpose that includes a commitment to free intellectual inquiry, and offers at least on accredited course of study.

(18) The [UNE Academic and English Language Teaching Staff Enterprise Agreement 2020-2022](#) and the [UNE Professional Staff Enterprise Agreement 2019-2022](#) recognises and supports intellectual freedom for staff.

(19) These values are supported:

- a. as part of UNE's overarching [Code of Conduct](#) for all UNE Representatives; and
- b. within other Policies and Guidelines of the University including the [Freedom of Speech and Academic Freedom Guidelines](#).

(20) To the extent of any inconsistency with any non-statutory policy or rules of the University, including the Code of Conduct, this Statement prevails.

### Authority

- (20) This Statement is made by the Council, pursuant to Section 29 of the [University of New England Act](#) and has the effect of a Rule.
- (21) UNE students, UNE Representatives and Controlled Entities must observe this Statement in relation to University matters.
- (22) The Policy Custodian of this Statement is the Vice-Chancellor and Chief Executive Officer who is authorised to make attendant protocols or associated information compatible with the provisions of this Statement.
- (23) This Statement operates from the Effective Date.
- (24) Previous statements/Rules regarding intellectual or academic freedom are replaced and have no further operation from the Effective Date of this Rule.

PROPOSED

## Status and Details

Status	Current
Effective Date	To Be Advised
Review Date	To Be Advised
Approval Authority	
Approval Date	To Be Advised
Expiry Date	To Be Advised
Unit Head	Brigid Heywood Vice-Chancellor and Chief Executive Officer vcadministration@une.edu.au
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## Glossary Terms and Definitions

**"UNE Representative"** - Means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

**"Student"** - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

**"Research"** - Is the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies, inventions and understandings. This could include synthesis and analysis of previous research to the extent that it is new and creative. (Defined by the Australian Research Council)

**"Controlled Entity"** - Means a person, group of persons or body of which the University or Council has control within the meaning of a standard referred to in Section 39(1A) or 45A(1A) of the Public Finance and Audit Act 1983.

**"Effective Date"** - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.

**"Academic Freedom"** -

Academic Freedom comprises:

- the freedom of academic staff to teach, discuss, and research and to disseminate and publish the results of their research;
- the freedom of academic staff and students to engage in intellectual inquiry, to express their opinions and beliefs, and to contribute to public debate, in relation to their subjects of study and research;
- the freedom of academic staff and students to express their opinions in relation to the higher education provider in which they work or are enrolled;
- the freedom of academic staff to participate in professional or representative academic bodies;
- the freedom of students to participate in student societies and associations;
- the autonomy of the higher education provider in relation to the choice of academic courses and offerings, the ways in which they are taught and the choices of research activities and the ways in which they are conducted.

Academic freedom is a composite principle, as stated in the Freedom of Speech Principles and Academic Freedom Statement at Principle 2, and in Clauses 10 and 11.

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**"Intellectual Freedom"** - Intellectual freedom has a meaning corresponding with academic freedom.

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**"Speech"** - (Freedom of Speech and Academic Freedom) Speech extends to all forms of expressive conduct including oral speech and written, artistic, musical and performing works and activity; the word 'speak' has a corresponding meaning.

**"External Visiting Speaker"** - External Visiting Speaker is any person who is not an invited visiting speaker and for whom permission is sought to speak on the university's land or facilities.

**"Invited Visiting Speaker"** - Invited Visiting Speaker is any person who has been invited by the University or by a student society.

**"University"** - University of New England

PROPOSED

# Freedom of Speech Principles and Academic Freedom Statement

## Section 1 - Objective and ~~Scope~~ scope

- (1) The University of New England affirms ~~Freedom~~freedom of ~~Speech~~speech and ~~Academic Freedom~~academic freedom as core UNE values demonstrating UNE's commitment to within the law and duty of care:
  - a. support a person's right to freedom of speech ~~to the broadest extent possible, and consistent with the core values and functioning of the University; and;~~
  - b. establish as a paramount value and to promote, develop and maintain supports and avenues for the fullest exercise of freedom of speech, academic freedom and free intellectual inquiry; and
  - c. affirm the importance of UNE's institutional autonomy under law in the regulation of its affairs including in the protection of freedom of speech and academic freedom.
- (2) These Principles apply to ~~and are to be observed by~~ all UNE Representatives including representatives of UNE's Controlled Entities, students, external visiting speakers and ~~internal~~invited visiting speakers ~~and should be read in conjunction with UNE's Freedom of Speech and Academic Freedom Guidelines.~~
- (3) Within these Principles:
  - a. Part A outlines UNE's ~~Freedom~~freedom of ~~Speech~~speech principles and how they are supported; and
  - b. Part B states UNE's commitment to ~~Academic Freedom~~academic freedom and attendant considerations to uphold these freedoms within the University context.

## Part A - Freedom of ~~Speech Principles~~ speech principles

### Principles

#### Principle 1 – The University values freedom of speech.

- (4) The University values freedom of speech:
  - a. for its own sake (encouraging individual and institutional autonomy, speech and expression); and
  - b. for its contribution to the broader public good, democracy and civil society.

#### Principle 2 - The University upholds the right of all persons to speak publicly on any issue in their private capacity.

- (5) The University upholds the right of all persons to speak publicly on any issue, including in relation to UNE and to lawfully and freely express their opinions in their private capacity as an individual member of society ~~subject only to the constraints imposed by:~~
  - a. Persons who are University ~~the reasonable and proportionate regulation of conduct necessary to the discharge of the University's teaching and research activities;~~



- b. [the right and freedom of all to express themselves and to hear and receive information and opinions;](#)
- c. [the reasonable and proportionate regulation of conduct to enable to University to fulfill its duty to foster the wellbeing of staff and students;](#)
- a-d. [UNE](#) Representatives should ensure when exercising lawful freedom of speech that they do not represent themselves as spokespersons for the University unless they are authorised to do so, ~~consistent with the [Code of Conduct and the \[UNE Media Policy\]\(#\)](#)~~; and
- b-e. [University Academic](#) staff should ensure when exercising lawful freedom of speech in relation to academic matters that [UNE's Academic Freedom Statement](#) is considered.

### **Principle 3 - The University actively promotes freedom of lawful speech.**

- (6) The University actively promotes freedom of speech by:
- a. establishing, promoting, developing and maintaining supports and avenues for the fullest exercise of freedom of speech, academic freedom and free intellectual inquiry;
  - b. committing to openness of conduct of the University, including through openness of governance, open access of documentation, encouragement of internally produced free media, and the encouragement of civil, robust and rigorous debate; and
  - c. encouraging participation from all members in [UNE](#) decision-making bodies and the expression of diverse views and perspectives to inform resolutions.

### **Principle 4 - The University retains the right and responsibility to determine the terms of conditions of the use of University facilities for speech.**

- (7) ~~On notification of a request for public events and discourse, the~~[The](#) University has the right and responsibility to determine the terms and conditions upon which it shall permit external visitors and invited visitors to speak on university land and use university facilities.

## **Part B - Academic [Freedom Statement](#)freedom statement**

### **Principles**

**Principle 1 – Academic Freedom is a fundamental principle that is foundational to the [University's](#)University's existence and purpose.**

- (8) The ultimate aim of the University is the common good which is served by academic freedom through the pursuit of truth, the advancement of learning and the sharing of knowledge for both its own sake and for the betterment of all in society both specifically and generally, and in particular to address social and environmental challenges, and current and historic injustices and silences.
- (9) The University upholds academic freedom as a fundamental principle, reflecting the University's appreciation of academic freedom as essential to the conduct of a free and democratic society and to the quest for intellectual, moral and material advancement through informed comment and debate.

**Principle 2 – Academic Freedom is a composite principle comprising institutional and collective autonomy, academic and self-governance of the [university](#)University and of the academy, as well as the freedom and autonomy of individual staff and students.**

- (10) All members of the academy, and broader collegiate, are free to learn, pursue, create, critique and contribute knowledge through research, education, publication and dissemination, including through participation in disciplinary and professional communities, [student societies and associations](#), academic and institutional governance, engagement in free and open inquiry and

public debate, and in the development, evolution and questioning of standards and practices of scholarship and of governance, including criticism of higher education institutions, and systems, including their own, without interference or constraint, censorship or penalty, wherever the search for truth and understanding may lead.

(11) As a composite principle academic freedom is both a shared freedom and a shared responsibility. Both the academy and the institution have freedom and responsibility regarding research and teaching and in decision-making about research and teaching, as well as in administration and governance of the university.

**Principle 3 – Academic Freedom requires the active support of the State, the institution, and the academy.**

~~(8)~~—It is the responsibility of the University and of all staff and students to exercise, and maximise, academic

~~(12)~~ freedom, ~~and to do so according to the appropriate scholarly standards.~~ Academic ~~freedom~~Freedom should be given the fullest expression possible in order to ensure maximum benefit to present and future communities and environments, including for peace and sustainability, through encouragement and support of creative and critical thinking, diversity and plurality of thought and perspectives, robust and rigorous reasoning and debate, challenging of ideas and accepted tenets, and open communication, collegiality and collaboration, that are all essential for the maximization of the benefits of academic freedom.

~~(12)(13)~~ Academic ~~freedom~~Freedom is supported by diversity in representation, transparency and accountability, and by research ethics requirements and observation of basic norms of civil conduct and a nurturing learning environment that enables the fullest and proper exercise of academic freedom.

~~(13)(14)~~ It is recognised that the role of the State is to advance and promote academic freedom to the fullest extent possible in order including by the provision of sufficient support to the University to enable full autonomy.

## Section 2 - Authority and ~~Compliance~~ compliance

### Compliance

(15) The freedoms expressed in this ~~policy~~Statement are consistent with the University of New England Act 1993 (NSW) (NSW) and its references within UNE's object and principal functions, including:

- a. UNE's object, which is: 'the promotion, within the limits of the University's resources, of scholarship, research, free inquiry, the interaction of research and teaching, and academic excellence'.
- b. UNE's principal functions including:
  - i. the encouragement of the dissemination, advancement, development and application of knowledge informed by free inquiry (Section 6(2)(b));
  - ii. the participation in public discourse (Section 6(2)(d)); and
  - iii. the provision of teaching and learning that engage with advanced knowledge and inquiry (Section 6(2)(f)).

(16) The Higher Education Support Act 2003 (Cth) (as amended) requires all higher education providers to have policy material that ~~'upholds~~upholds freedom of speech and academic ~~freedom'~~(Section 19-115)-freedom.

~~(14)~~ The Higher Education Standards Framework (Threshold Standards) 2015 requires Higher Education Standards Framework (Threshold Standards) 2021 provides that (Part B, B1.1 "Higher Education Provider" Category):

- ~~a.~~ Thefor a higher education provider has to satisfy the requirements of the B1.3 'Australian University Category' that the criteria for the 'Institute of Higher Education' category must be satisfied, which includes the following requirement: The higher education provider meets the requirements of Part A, has clearly articulated higher education purpose that includes a commitment to and support for free intellectual inquiry in its academic endeavours.
- ~~b.~~ The higher education provider delivers teaching and learning that engage with advanced knowledge and inquiry.

- (17) ~~The higher education provider's academic staff are active in scholarship that informs their teaching, and are active in research when engaged in research student supervision, and offers at least on accredited course of study.~~
- (18) The [UNE Academic and English Language Teaching Staff Enterprise Agreement 2020-2022](#) and the [UNE Professional Staff Enterprise Agreement 2019-2022](#) (clause 5.2(d)) states 'The University and its Employees are committed to therecognises and supports intellectual freedom for staff.
- ~~e. protection and promotion of intellectual freedom within the University where Employees are able to:~~
- ~~i. participate in public debates relating to decision making processes and express opinions about issues and ideas related to their discipline area or areas of professional expertise and about higher education issues more generally;~~
  - ~~ii. express opinions or comment outside their discipline or areas of professional expertise as long as they do so on their own behalf and do not claim to represent the University;~~
  - ~~iii. pursue critical and open academic inquiry and to freely discuss, publish and research;~~
  - ~~iv. express unpopular or controversial views which do not defame, harass, vilify or intimidate; and~~
  - ~~v. participate in professional and representative bodies, including Unions, and engage in community service without harassment, intimidation or unfair treatment.~~
- (19) These values are supported:
- a. as part of UNE's overarching [Code of Conduct](#) for all [University/UNE](#) Representatives; and
  - ~~d. within other policies and guidelines of the University.~~
  - b. within other Policies and Guidelines of the University including the Freedom of Speech and Academic Freedom Guidelines.
- (20) To the extent of any inconsistency with any non-statutory policy or rules of the University, including the Code of Conduct, this Statement prevails.

## Authority

- (20) ~~These Principles and~~This Statement ~~are~~is made by the Council, pursuant to Section 29 of the [University of New England Act](#)~~Act~~ and ~~have and has~~ the effect of a Rule.
- (21) UNE students, UNE Representatives and Controlled Entities must observe ~~these Principles and~~this Statement in relation to University matters.
- (22) The [Policy](#) Custodian of ~~these Principles and~~this Statement is the Vice-Chancellor and Chief Executive Officer who is authorised to make attendant protocols or associated information compatible with the provisions of ~~these Principles and~~this Statement.
- (23) ~~These Principles and~~This Statement ~~operate~~operates from the Effective Date.
- (24) Previous statements/Rules regarding intellectual or academic freedom are replaced and have no further operation from the Effective Date of this ~~new~~-Rule.

### Section 3 – Definitions (specific to these Guidelines)

(24) — Intellectual Freedom is the freedom to conduct research, teach, learn, speak, and publish, subject to the norms and standards of scholarly inquiry, without interference or penalty, wherever the search for truth and understanding may lead.

(25) — Scholarly Standards are the University's expectation of academic quality and integrity and may consider factors including

- a. — academic and research ethics;
- b. — scientific and disciplinary specific methods and knowledge;
- c. — evidence or reasoning at an appropriate advanced level to demonstrate academic merit;
- d. — observation of norms of lawful and public dialogue; and
- e. — professional conduct acting in good faith.

(26) — Speech extends to all forms of expressive conduct including oral speech and written, artistic, musical and performing works and activity; the word 'speak' has a corresponding meaning.

(27) — External Visiting Speaker is any person who is not an invited visiting speaker and for whom permission is sought to speak on the university's land or facilities.

(28) — Invited Visiting Speaker is any person who has been invited by the University or by a student society or association or group of students or representative body or by a member or members of the academic staff of the university to speak on the university's land or facilities.

PROPOSED

## Status and Details

Status	Current
Effective Date	<del>18th December 2020</del> <a href="#">To Be Advised</a>
Review Date	<del>31st July 2021</del> <a href="#">To Be Advised</a>
Approval Authority	
Approval Date	<del>9th December 2020</del> <a href="#">To Be Advised</a>
Expiry Date	To Be Advised
Unit Head	Brigid Heywood Vice-Chancellor and Chief Executive Officer vcadministration@une.edu.au
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## Glossary Terms and Definitions

**"UNE Representative"** - Means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

**"Student"** - [Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.](#)

**"Research"** - [Is the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies, inventions and understandings. This could include synthesis and analysis of previous research to the extent that it is new and creative. \(Defined by the Australian Research Council\)](#)

**"Controlled Entity"** - Means a person, group of persons or body of which the University or Council has control within the meaning of a standard referred to in Section 39(1A) or 45A(1A) of the Public Finance and Audit Act 1983.

**"Effective Date"** - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.

~~**"University Representative"** - University Representative means a University employee (casual, fixed term and permanent) contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.~~

**"Academic Freedom"** -

Academic Freedom comprises:

the freedom of academic staff to teach, discuss, and research and to disseminate and publish the results of their research;

- [the freedom of academic staff and students to engage in intellectual inquiry, to express their opinions and beliefs, and to contribute to public debate, in relation to their subjects of study and research;](#)
- [the freedom of academic staff and students to express their opinions in relation to the higher education provider in which they work or are enrolled;](#)
- [the freedom of academic staff to participate in professional or representative academic bodies;](#)
- [the freedom of students to participate in student societies and associations;](#)
- [the autonomy of the higher education provider in relation to the choice of academic courses and offerings, the ways in which they are taught and the choices of research activities and the ways in which they are conducted.](#)

[Academic freedom is a composite principle, as stated in the Freedom of Speech Principles and Academic Freedom Statement at Principle 2, and in Clauses 10 and 11.](#)

["Intellectual Freedom" - Intellectual freedom has a meaning corresponding with academic freedom.](#)

[Academic Freedom comprises: the freedom of the University \(as an institution\) to make decisions regarding academic programs and research priorities and for autonomy and self-governance; and the freedom and autonomy of individual staff and students to: pursue, create, critique and contribute knowledge through research, education, publication and dissemination, including participation in disciplinary and professional communities, academic governance, engagement in free and open inquiry; and participate in the development, evolution and questioning of standards and practices of scholarship and of governance, including criticism of higher education institutions, and systems, including their own.](#)

["Speech" - \(Freedom of Speech and Academic Freedom\) Speech extends to all forms of expressive conduct including oral speech and written, artistic, musical and performing works and activity; the word 'speak' has a corresponding meaning.](#)

["External Visiting Speaker" - External Visiting Speaker is any person who is not an invited visiting speaker and for whom permission is sought to speak on the university's land or facilities.](#)

["Invited Visiting Speaker" - Invited Visiting Speaker is any person who has been invited by the University or by a student society.](#)

["University" - University of New England](#)

PROPOSED

# Freedom of Speech and Academic Freedom Guidelines

## Section 1 - Objective and scope

- (1) These Guidelines provide guidance to UNE Representatives and students on the application of the [Freedom of Speech Principles and Academic Freedom Statement](#).
- (2) These Guidelines apply to and are to be observed by all UNE Representatives including representatives of UNE Controlled Entities, students, external visiting speakers and invited visiting speakers.
- (3) Within these Guidelines:
  - a. Part A provides guidance on the application of the [Freedom of Speech Principles](#); and
  - b. Part B provides guidance on the application of the [Academic Freedom Statement](#).

### Part A - Freedom of speech

- (4) The University actively promotes freedom of speech through:
  - a. encouraging and planning opportunities for speech and discourse, including:
    - i. promoting events, debates, discourse, conversation and other speaking chances at UNE, maximising wherever possible opportunities for access and varied methods of participation and engagement.
  - b. supporting the right of students and UNE Representatives for freedom of assembly and association, including:
    - i. ensuring there is no retribution nor unreasonable withholding of permission to participate in lawful speech, peaceful protests and advocacy; and
    - ii. providing reasonable support for University staff and student unions, associations, clubs and organisations engaged in lawful activities.
  - c. communicating and encouraging an understanding of the need for speakers to ensure their speech:
    - i. does not inhibit UNE from fulfilling its duty to foster the wellbeing of staff and students;
    - ii. does not inhibit UNE from reasonable and proportionate regulation of conduct necessary to discharge the University's teaching and research activities; iii. is not unauthorised disclosure of content classified as commercial-in-confidence or associated with an officer's lawful duties or clinical or legal privilege (e.g. Council member duties; information accepted via a public interest disclosure or privileged content etc);
    - iv. does not disclose personal, health or sensitive information that under privacy laws is subject to consent or other conditions for collection, storage, access, use or disclosure requirements that have not been met; and
    - v. is appropriately attributed to others in regard to authorship and/or copyright where applicable.
  - d. providing opportunities which support and encourage University staff to test and develop skills and experience relating to free speech.
- (5) On notification of a request for public events and discourse, the University has the right and responsibility to determine the terms and conditions that it shall permit external visiting speakers and invited visiting speakers to speak on university land and use university facilities and in so doing may:

- a. require the person or persons organising the event to comply with the University's booking procedures and to provide information relevant to the conduct of any event, and any public safety and security issues;
  - b. distinguish between an invited visiting speaker and external visiting speaker in framing any such requirements and conditions;
  - c. refuse permission to an external visiting speaker to speak on University land or at University facilities where the content of the speech is or is likely to be:
    - i. unlawful (including unlawful discrimination);
    - ii. prejudice the fulfillment by the University of its duty to foster the wellbeing of staff and students; and/or
    - iii. involve the advancement of theories or propositions which purport to be based on scholarship or research but which fall below scholarly standards to such an extent as to be detrimental to the University's character as an institution of higher learning.
  - d. require a person or persons seeking permission for the use of university land or facilities for any visiting speaker to contribute in whole or in part to the cost of providing security and other measures in the interests of public safety and order in connection with the event at which the visitor is to speak.
- (6) The University will not unreasonably restrict or withhold permission of access or use of the University's land or facilities for external visiting speakers or invited visiting speakers, where such access or use is for the purposes of lawful speech (noting the University may require reasonable terms and conditions for visitors and use of land and facilities be followed).

## Part B - Academic freedom statement

- (7) The University actively promotes academic freedom through:
- a. corporate governance of the University and its Controlled Entities ensuring stewardship of UNE's object and of 'free inquiry', oversight of development and delivery of academic programs, and monitoring of academic performance and compliance and of Controlled Entities;
  - b. academic governance upholding academic quality and integrity including academic freedom;
  - c. policies, ethics processes and other academic practices upholding academic freedom as a core value and outlining scholarly standards to guide the design and conduct of research, teaching and learning and outreach programs;
  - d. academic leadership structures which aid the furthering of academic freedom principles, including
    - i. the promotion of opportunities for participation in academic events and public discourse, peer review and academic quality and integrity;
    - ii. protection of academic freedom in legal/research/collaboration agreements; and
    - iii. protection or support of staff and students against unfair attack as a result of the pursuit of academic freedom.
  - e. providing staff and students the genuine opportunity to participate in governance and decision making and building their capacity to engage actively in decision making within a collegial environment;
  - f. building the capacity of established and emerging researchers to engage in research in accordance with principles of academic freedom, including encouraging novel research in accordance with scholarly standards;
  - g. protection of academic staff against unfair restrictions on their freedom to direct their own research;
  - h. building the teaching and learning capacity of teaching staff in accordance with principles of academic freedom and in accordance with scholarly standards; and
  - i. cultivating a culture of academic freedom in accordance with scholarly standards.
- (8) UNE staff and students are afforded academic freedom, while noting that this right carries with it:
- a. the responsibility to maximise academic freedom; and



- b. the responsibility to exercise academic freedom in accordance with scholarly standards.
- (9) UNE staff and students in exercising academic freedom are free to make informed comment on societal behaviours and practice and in challenging held beliefs, policies and structures.
- (10) The exercise by staff or students of academic freedom, in accordance with these Guidelines and the [Freedom of Speech and Academic Freedom Statement](#), shall be free from institutional censorship or sanction.

## Section 2 - Authority and compliance

### Compliance

- (11) The freedoms expressed in these Guidelines are consistent with the [University of New England Act 1993 \(NSW\)](#) and its references within UNE's object and principal functions, including:
- a. UNE's object, which is: 'the promotion, within the limits of the University's resources, of scholarship, research, free inquiry, the interaction of research and teaching, and academic excellence'.
  - b. UNE's principal functions including:
    - i. the encouragement of the dissemination, advancement, development and application of knowledge informed by free inquiry (Section 6(2)(b));
    - ii. the participation in public discourse (Section 6(2)(d)); and
    - iii. the provision of teaching and learning that engage with advanced knowledge and inquiry (Section 6(2)(f)).
- (12) The [Higher Education Support Act 2003](#)(Cth) (as amended) requires all higher education providers to have policy material that 'upholds freedom of speech and academic freedom'.
- (13) The [Higher Education Standards Framework \(Threshold Standards\) 2021](#) provides that for a higher education provider to satisfy the requirements of Part b, B1.3 'Australian University' category that the criteria for 'Institute of Higher Education' category must be satisfied, which includes the following requirement: The higher education provider meets the requirements of Part A, has clearly articulated higher education purpose that includes a commitment to free intellectual inquiry, and offers at least one accredited course of study.
- (14) The [UNE Academic and English Language Teaching Staff Enterprise Agreement 2020-2022](#) & the [UNE Professional Staff Enterprise Agreement 2019-2022](#) recognises and supports intellectual freedom for staff.
- (15) These values are supported:
- a. as part of UNE's overarching [Code of Conduct](#) for all UNE Representatives; and
  - b. other Rules, Policies, Procedures and Guidelines of the University.

### Authority

- (16) These Guidelines are made by the Vice-Chancellor and Chief Executive Officer, pursuant to the [Vice-Chancellor Functions Rule](#).
- (17) UNE students, UNE Representatives and Controlled Entities must observe these Guidelines in relation to University matters.
- (18) The Policy Custodian of these Guidelines is the Vice-Chancellor and Chief Executive Officer.
- (19) These Guidelines operate from the Effective Dates.

(20) Previous Guidelines regarding intellectual or academic freedom are replaced and have no further operation from the Effective Date.

## Section 3 - Definitions

(21) 'duty to foster the wellbeing of staff and students':

- a. includes the duty to ensure that no member of staff and no student suffers unfair disadvantage or unfair adverse discrimination on any basis recognised at law including race, gender, sexuality, religion and political belief;
- b. includes the duty to ensure that no member of staff and no student is subject to threatening or intimidating behaviour by another person or persons on account of anything they have said or proposed to say in exercising their freedom of speech;
- c. supports reasonable and proportionate measures to prevent any person from using lawful speech which a reasonable person would regard, in the circumstances, as likely to humiliate or intimidate other persons and is intended to have either or both of those effects;
- d. does not extend to a duty to protect any person from feeling offended or shocked or insulted by the lawful speech of another.

### Status and Details

Status	Current
Effective Date	To Be Advised
Review Date	To Be Advised
Approval Authority	Council
Approval Date	To Be Advised
Expiry Date	To Be Advised
Unit Head	Brigid Heywood Vice-Chancellor and Chief Executive Officer vadministration@une.edu.au
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### Glossary Terms and Definitions

**"UNE Representative"** - Means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

**"Student"** - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

"**Effective Date**" - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.

"**Academic Freedom**" -

Academic Freedom comprises:

- the freedom of academic staff to teach, discuss, and research and to disseminate and publish the results of their research;
- the freedom of academic staff and students to engage in intellectual inquiry, to express their opinions and beliefs, and to contribute to public debate, in relation to their subjects of study and research;
- the freedom of academic staff and students to express their opinions in relation to the higher education provider in which they work or are enrolled;
- the freedom of academic staff to participate in professional or representative academic bodies;
- the freedom of students to participate in student societies and associations;
- the autonomy of the higher education provider in relation to the choice of academic courses and offerings, the ways in which they are taught and the choices of research activities and the ways in which they are conducted.

Academic freedom is a composite principle, as stated in the Freedom of Speech Principles and Academic Freedom Statement at Principle 2, and in Clauses 10 and 11.

"**Scholarly Standards**" - Scholarly Standards are the University's expectation of academic quality and integrity and may consider factors including: a. academic and research ethics; b. scientific and disciplinary specific methods and knowledge; c. evidence or reasoning at an appropriate advanced level to demonstrate academic merit; d. observation of norms of lawful and public dialogue; and e. professional conduct acting in good faith.

"**Speech**" - (Freedom of Speech and Academic Freedom) Speech extends to all forms of expressive conduct including oral speech and written, artistic, musical and performing works and activity; the word 'speak' has a corresponding meaning.

"**External Visiting Speaker**" - External Visiting Speaker is any person who is not an invited visiting speaker and for whom permission is sought to speak on the university's land or facilities.

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PROPOSED

# Freedom of Speech and Academic Freedom Guidelines

## Section 1 - Objective and ~~Scope~~scope

- (1) These Guidelines provide guidance to UNE Representatives and students on the application of the [Freedom of Speech Principles and Academic Freedom Statement](#).
- (2) These Guidelines apply to and are to be observed by all ~~students and~~ UNE Representatives including representatives of UNE Controlled Entities, [students](#), external visiting speakers and invited visiting speakers.
- (3) Within these Guidelines:
  - a. Part A provides guidance on the application of the [Freedom of Speech Principles](#); and
  - b. Part B provides guidance on the application of the [Academic Freedom Statement](#).

## Part A - Freedom of ~~Speech~~speech

- (4) The University actively promotes freedom of speech through:
  - a. encouraging and planning opportunities for speech and discourse, including:
    - i. promoting events, debates, discourse, conversation and other speaking chances at UNE, maximising wherever possible opportunities for access and varied methods of participation and engagement;
  - b. supporting the right of students and UNE Representatives for freedom of assembly and association, including:
    - i. ensuring there is no retribution nor unreasonable withholding of permission to participate in lawful speech, peaceful protests and advocacy; ~~and~~
    - ii. providing reasonable support for University staff and student unions, associations, clubs and organisations engaged in lawful activities; ~~and~~
  - c. communicating and encouraging an understanding of the need for speakers to ensure their speech:
    - i. does not inhibit UNE from fulfilling its duty to foster the wellbeing of staff and students;
    - ii. ~~does not inhibit UNE from reasonable and proportionate regulation of conduct necessary to discharge the University's teaching and research activities~~; iii. is not unauthorised disclosure of content classified as commercial-in-confidence or associated with an officer's lawful duties or clinical or legal privilege (e.g. Council member duties; information accepted via a public interest disclosure or privileged content etc);
    - iv. does not disclose personal, health or sensitive information that under privacy laws is subject to consent or other conditions for collection, storage, access, use or disclosure requirements that have not been met; and
    - v. is appropriately attributed to others in regard to authorship and/or copyright where applicable.
  - d. providing opportunities which support and encourage University staff to test and develop skills and experience relating to free speech.
- (5) On notification of a request for public events and discourse, the University has the right and responsibility to determine the terms and conditions ~~upon which that~~ it shall permit ~~External Visiting Speakers~~ [external visiting speakers](#) and ~~Invited Visiting Speakers~~ [invited visiting speakers](#) to speak on university land and use university facilities and in so doing may:

- a. require the person or persons organising the event to comply with the University's booking procedures and to provide information relevant to the conduct of any event, and any public safety and security issues;
  - b. distinguish between an ~~Invited Visiting Speaker and External Visiting Speaker~~ invited visiting speaker and external visiting speaker in framing any such requirements and conditions;
  - c. refuse permission to an ~~External Visiting Speaker~~ external visiting speaker to speak on University land or at University facilities where the content of the speech is or is likely to be:
    - i. ~~be unlawful; (including unlawful discrimination);~~
    - ii. prejudice the fulfillment by the University of its duty to foster the wellbeing of staff and students; and/or
    - iii. involve the advancement of theories or propositions which purport to be based on scholarship or research but which fall below scholarly standards to such an extent as to be detrimental to the University's character as an institution of higher learning.
  - d. require a person or persons seeking permission for the use of University ~~university~~ land or facilities for any visiting speaker to contribute in whole or in part to the cost of providing security and other measures in the interests of public safety and order in connection with the event at which the visitor is to speak.
- (6) The University will not unreasonably restrict or withhold permission of access or use of the University's land or facilities for external visiting speakers or invited visiting speakers, where such access or use is for the purposes of lawful speech (noting the University may require reasonable terms and conditions for visitors and use of land and facilities be followed).

## Part B - Academic ~~Freedom Statement~~ freedom statement

- (7) The University actively promotes academic freedom through:
- a. corporate governance of the University and its Controlled Entities ensuring stewardship of UNE's object and of 'free inquiry', oversight of development and delivery of academic programs, and monitoring of academic performance and compliance and of ~~controlled entities~~ Controlled Entities;
  - ~~a. staff and students have opportunity to participate in governance and decision making;~~
  - b. academic governance upholding academic quality and integrity including academic freedom;
  - c. policies, ethics processes and other academic practices upholding academic freedom as a core value and outlining scholarly standards to guide the design and conduct of research, teaching and learning and outreach programs; ~~and~~
  - d. academic leadership structures which aid the furthering of academic freedom principles, including
    - i. the promotion of opportunities for participation in academic events and public discourse, peer review and academic quality and integrity;
    - ii. protection ~~for~~ of academic freedom in legal/funding research/collaboration agreements; and
    - iii. protection or support of staff and students against unfair attack as a result of the pursuit of free inquiry ~~academic freedom~~.
  - e. providing staff and students the genuine opportunity to participate in governance and decision making and building their capacity to engage actively in decision making within a collegial environment;
  - f. building the capacity of established and emerging researchers to engage in research in accordance with principles of academic freedom, including encouraging novel research in accordance with scholarly standards;
  - g. protection of academic staff against unfair restrictions on their freedom to direct their own research;
  - h. building the teaching and learning capacity of teaching staff in accordance with principles of academic freedom and in accordance with scholarly standards; and
  - i. cultivating a culture of academic freedom in accordance with scholarly standards.
- (8) UNE staff and students are afforded academic freedom, while noting that this right carries with it:

- a. the responsibility to maximise academic freedom; and
  - b. the responsibility to exercise academic freedom in accordance with scholarly standards.
- (9) UNE staff and students in exercising academic freedom are free to make informed comment on societal behaviours and practice and in challenging held beliefs, policies and structures.
- (10) The exercise by staff or students of academic freedom, ~~subject to the above limitations, shall not constitute misconduct nor attract any penalty or other adverse action~~ in accordance with these Guidelines and the Freedom of Speech and Academic Freedom Statement, shall be free from institutional censorship or sanction.

## Section 2 - Authority and ~~Compliance~~ compliance

### Compliance

- (11) The freedoms expressed in these Guidelines are consistent with the [University of New England Act 1993 \(NSW\)](#) ~~(NSW)~~ and its references within UNE's object and principal functions, including:
- a. UNE's object, which is: 'the promotion, within the limits of the University's resources, of scholarship, research, free inquiry, the interaction of research and teaching, and academic excellence'.
  - b. UNE's principal functions including:
    - i. the encouragement of the dissemination, advancement, development and application of knowledge informed by free inquiry (Section 6(2)(b));
    - ii. the participation in public discourse (Section 6(2)(d)); and
    - iii. the provision of teaching and learning that engage with advanced knowledge and inquiry (Section 6(2)(f)).
- (12) The [Higher Education Support Act 2003](#) (Cth) (as amended) requires all higher education providers to have policy material that 'upholds freedom of speech, ~~academic freedom and free intellectual inquiry in relation to learning, teaching and research' (Section 19-115). and academic freedom'.~~
- ~~(11)~~ The [Higher Education Standards Framework \(Threshold Standards\) 2015](#) ~~requires~~ [Higher Education Standards Framework \(Threshold Standards\) 2021](#) ~~provides~~ that ~~(Part B, B1.1 "Higher Education Provider" Category):~~
- ~~a.~~ ~~The~~ ~~for~~ a higher education provider ~~has to~~ ~~satisfy~~ the requirements of Part b, B1.3 'Australian University' category that the ~~criteria for 'Institute of Higher Education' category must be satisfied, which includes the following requirement: The higher education provider meets the requirements of Part A, has~~ clearly articulated higher education purpose that includes a commitment to ~~and support for~~ free intellectual inquiry ~~in its academic endeavours.~~
  - ~~b.~~ ~~The~~ higher education provider ~~delivers~~ teaching and learning that engage with advanced knowledge and inquiry.
- (13) ~~The~~ higher education provider's academic staff are active in scholarship that informs their teaching, ~~and are active in research when engaged in research student supervision, and offers at least one accredited course of study.~~
- ~~(12)~~ The [UNE Academic and English Language Teaching Staff Enterprise Agreement 2020-2022](#) & the [UNE Professional Staff Enterprise Agreement 2019-2022](#) ~~(clause 5.2(d))~~ state 'The University and its Employees are committed to ~~the~~ ~~recognises~~ and supports intellectual freedom for staff.
- ~~a.~~ ~~protection and promotion of intellectual freedom within the University where Employees are able to:~~
    - ~~i.~~ ~~express unpopular or controversial views which do not defame, harass, vilify or intimidate; and~~
    - ~~ii.~~ ~~pursue critical and open academic inquiry and to freely discuss, publish and research;~~
    - ~~iii.~~ ~~express opinions or comment outside their discipline or areas of professional expertise as long as they do so on their own behalf and do not claim to represent the University;~~

- iv. ~~participate in public debates relating to decision-making processes and express opinions about issues and ideas related to their discipline area or areas of professional expertise and about higher education issues more generally;~~
- v. ~~participate in professional and representative bodies, including Unions, and engage in community service without harassment, intimidation or unfair treatment.~~

(15) These values are supported:

- a. as part of UNE's overarching ~~Code of Conduct~~Code of Conduct for all ~~University~~UNE Representatives; and
- b. ~~within other policies~~Rules, Policies, Procedures and ~~guidelines~~Guidelines of the University.

### Authority

- (16) These Guidelines are made by the Vice-Chancellor and Chief Executive Officer, pursuant to the Vice-Chancellor Functions Rule.
- (17) UNE students, UniversityUNE Representatives and Controlled Entities must observe these Guidelines in relation to University matters.
- (18) The Policy Custodian of these Guidelines is the Vice-Chancellor and Chief Executive Officer.
- (19) These Guidelines operate from the Effective DateDates.
- (20) Previous Guidelines regarding intellectual or academic freedom are replaced and have no further operation from the Effective Date.

## Section 3 - Definitions ~~(specific to this document)~~

- (21) 'duty to foster the wellbeing of staff and students':
  - a. includes the duty to ensure that no member of staff and no student suffers unfair disadvantage or unfair adverse discrimination ~~by reason of their inherent attributes on any basis recognised at law including race, gender, sexuality, religion and political belief;~~
  - b. includes the duty to ensure that no member of staff and no student is subject to threatening or intimidating behaviour by another person or persons on account of anything they have said or proposed to say in in exercising their freedom of speech;
  - c. supports reasonable and proportionate measures to prevent any person from using lawful speech which ~~is intended to insult, humiliate or intimidate other persons and which~~ a reasonable person would regard, in the circumstances, as likely to humiliate or intimidate other persons and is intended to have ~~one~~either or ~~more~~both of those effects;
  - d. does not extend to a duty to protect any person from feeling offended or shocked or insulted by the lawful speech of another.

### Status and Details

Status	Current
Effective Date	<del>18th December 2020</del> <u>To Be Advised</u>
Review Date	<del>31st July 2021</del> <u>To Be Advised</u>
Approval Authority	Council
Approval Date	<del>9th December 2020</del> <u>To Be Advised</u>
Expiry Date	To Be Advised



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## Glossary Terms and Definitions

**"UNE Representative"** - Means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

**"Student"** - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

~~**"Code of Conduct"**—A document (variously referred to as a 'Code of Ethics', 'Code of Behaviour' and various other titles) broadly communicated within the entity setting out the entity's expected standards of behaviour.~~

~~**"University Representative"**— University Representative means a University employee (casual, fixed term and permanent) contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.~~

~~**"Effective Date"** - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.~~

**"Academic Freedom"** -

Academic Freedom comprises:

- the freedom of academic staff to teach, discuss, and research and to disseminate and publish the results of their research;
- the freedom of academic staff and students to engage in intellectual inquiry, to express their opinions and beliefs, and to contribute to public debate, in relation to their subjects of study and research;
- the freedom of academic staff and students to express their opinions in relation to the higher education provider in which they work or are enrolled;
- the freedom of academic staff to participate in professional or representative academic bodies;
- the freedom of students to participate in student societies and associations;
- the autonomy of the higher education provider in relation to the choice of academic courses and offerings, the ways in which they are taught and the choices of research activities and the ways in which they are conducted.

Academic freedom is a composite principle, as stated in the Freedom of Speech Principles and Academic Freedom Statement at Principle 2, and in Clauses 10 and 11.

~~Academic Freedom comprises: the freedom of the University (as an institution) to make decisions regarding academic programs and research priorities and for autonomy and self-governance; and the freedom and autonomy of individual staff and students to: pursue, create, critique and contribute knowledge through research, education, publication and dissemination, including participation in disciplinary and professional communities, academic governance, engagement in free and open inquiry; and participate in the development, evolution and questioning of standards and practices of scholarship and of governance, including criticism of higher education institutions, and systems, including their own.~~



**"Scholarly Standards"** - [Scholarly Standards are the University's expectation of academic quality and integrity and may consider factors including: a. academic and research ethics; b. scientific and disciplinary specific methods and knowledge; c. evidence or reasoning at an appropriate advanced level to demonstrate academic merit; d. observation of norms of lawful and public dialogue; and e. professional conduct acting in good faith.](#)

**"Speech"** - [\(Freedom of Speech and Academic Freedom\) Speech extends to all forms of expressive conduct including oral speech and written, artistic, musical and performing works and activity; the word 'speak' has a corresponding meaning.](#)

**"External Visiting Speaker"** - External Visiting Speaker is any person who is not an invited visiting speaker and for whom permission is sought to speak on the university's land or facilities.

**"Invited Visiting Speaker"** - Invited Visiting Speaker is any person who has been invited by the University or by a student society.

**"University"** - [University of New England](#)

PROPOSED



<b>Authority</b>	STANDING COMMITTEE	<b>Date</b>	28 March 2022
<b>Report Ref</b>	#ABSC22431	<b>Item No</b>	3.3
<b>Proposer</b>	Mrs Gabrielle Price, Director Governance and University Secretary		
<b>Developed with</b>	Professor Simon Evans, Deputy Vice-Chancellor Professor Shelley Kinash, Executive Principal Student Experience Mrs Alicia Zikan, Head, Records, Policy & Governance		
<b>Authorised for inclusion on agenda</b>	Professor Robyn Bartel, Chair, Academic Board		

## #ABSC22431 – Policy Amendment(s): Graduation Rule and Procedures

### Report Purpose & Origin

<b>Purpose:</b>	To provide the Academic Board Standing Committee with a report and update on risks identified by the Curriculum Committee and Academic Board (Standing Committee) requiring urgent action; and proposed amendments to the Graduation Rule and Procedures for endorsement to Council for approval.
<b>Origin</b>	<p>Chair Curriculum Committee Report #CC21020 recommendations that a comprehensive review of the current Graduation Rule, Procedures, and practices with a view to enhancing processes and process integrity noting the significant ongoing risks to the institutional reputation of UNE.</p> <p><b>Curriculum Committee 11 May 2021:</b> Item 3.1, #CC21038  <b>Curriculum Committee 10 August 2021:</b> Item 3.3, #CC21039  <b>Curriculum Committee 10 August 2021:</b> Item 4.5, #CC21020  <b>Curriculum Committee 07 September 2021:</b> Item 3.2, #CC21051  <b>Academic Board Standing Committee 20 September 2021:</b> Item 3.5, #ABSC21425  <b>Curriculum Committee 05 October 2021:</b> Item 3.1, #CC21091  <b>Academic Board 06 December 2021:</b> Item 4.4, #AB21501  <b>Curriculum Committee 10 March 2022:</b> Item 4, #CC22170</p>
<b>Governance:</b>	<p>Curriculum Committee <a href="#">Terms of Reference</a>: 1, 2a, 3, 18, 20-24 and 34.                  Academic Board <a href="#">Terms of Reference</a>: 1, 4, 5, 26, 27, 28, 29, 31, 49, 64, 67, 68 and 69.                  Academic Board Standing Committee <a href="#">Terms of Reference</a>: 5, 22-25, 27-28, 30-34.  <a href="#">Graduation Rule</a>: 1, 5, 9, 11, 12, 13, 15, 16, 17, 18, 19, 20, 21, 22, and 24.  <a href="#">Graduation Procedures</a>: 1, 7, 8, 9, 10, 11, 12, 13, 14, and 15.  <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a>: Domain 1: Student Participation and Attainment; 1.5 (Qualifications and Certification) and Domain 6: Governance and Accountability: 6.1.3, 6.1.3 and 6.1.4 (Corporate Governance), 6.3.1 and 6.3.2 (Academic Governance).</p>
<b>Academic Risk</b>	R4 Academic Governance and Reporting
<b>Accountability:</b>	<p>Professor Brigid Heywood (Vice-Chancellor and Chief Executive Officer) and Professor Simon Evans (Deputy Vice-Chancellor) pursuant to cl 9 of the <a href="#">Graduation Rule</a>.  <i>NB: the Director Governance and University Secretary is the Rule Administrator (Cl 24).</i></p>

<i>Authority</i>	ACADEMIC BOARD STANDING COMMITTEE	<i>Date</i>	28 March 2022
<i>Report title</i>	Policy Amendment(s): Graduation Rule and Procedures	<i>Report Ref</i>	#ABSC22431

## Resolution

The Academic Board Standing Committee is asked to:

- 1) ENDORSE and RECOMMEND to Council (FOR APPROVAL) amendment to the:
  - a. Graduation Rule,
  - b. Graduation Guidelines (formerly Graduation Procedures),
  - c. Graduation Certification Form (Associated Document to the Procedures),
- 2) DISCUSS the Order of Proceedings to determine if any amendment to accommodate changed wording relating to presentation of the list of graduates as inserted in the Graduation booklet; and
- 3) NOTE the report on Graduation Rule and Procedures from Director Governance and University Secretary, report #ABSC22431.

## Executive Summary

The proposed changes to the Graduation Rule, and Graduation Certification Form, as well as the amendments in the proposed Graduation Guidelines (formerly Graduation Procedures), have documented processes to validate graduation lists, ensuring students entitled to graduate are correctly identified and given the opportunity to attend an appropriate graduation ceremony. These amendments also reflect organisational changes as a result of *Time for Change*.

## Key Information

The objects and functions of the University, under the University of New England Act 1993 include the conferring of degrees, including those of Bachelor, Master, and Doctor, and the awarding of diplomas, certificates, and other awards.

Graduation is the most celebrated event in the academic calendar and the culmination of each student's learning journey for a particular award (whether or not they continue to other studies with UNE). For many UNE students, the graduation ceremony will be the only time they set foot on the campus in Armidale, it is critical that this experience is outstanding.

In light of the decision to resume graduations in April 2022, the Deputy Vice-Chancellor convened a Graduations Working Group (proposed to be provided for by clause (25) of the Graduation Guidelines) in February 2022. The Working Group has focused on two principal topics:

- ensuring that the processes for determining the eligibility of students to graduate (and thus the contents of graduation lists) are operating effectively
- overseeing the arrangements for graduation ceremonies.

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Graduation Lists for the April 2022 graduations are being prepared in accordance with the comprehensively documented Student Experience portfolio process. The progression checks required to certify students as eligible for graduation have continued to be carried out by qualified members of the progression team – with their other duties backfilled to ensure continuity of service.

Previous Academic Board and Committee consideration of the graduations process has highlighted:

- the limited information available to Associate Deans of Teaching and Learning and Faculties to satisfy themselves of the appropriateness of the processes undertaken to create the graduation lists
- the limited time available
- the terms of the assurance required.

For the April 2022 graduations, the following changes are proposed or have been enacted to address these issues:

- the Associate Deans of Teaching and Learning have been provided with the comprehensively documented Student Experience portfolio process so that they can understand the process and assure themselves that if the process is followed, the University can be assured of the correctness of the graduation lists
- the Associate Deans of Teaching and Learning have provided Student Experience with details of courses and cohorts that may present particularly complex issues of interpretation of the course rules and student progression – and the Student Experience portfolio’s progression team is enhancing scrutiny of those courses and cohorts
- it is proposed to clarify the assurance statement to reflect the actual role of Faculties in certifying the graduation lists – **this is the intent of proposed resolution 1(c).**

One of the key time pressures in finalising the graduation lists is the need to send the graduation programme containing the graduation lists to the printers weeks in advance of the ceremony. In order to relieve the time pressure, it is proposed to have the option to produce the graduation ceremony list as an insert to the programme rather than as a part of the program. This does not require a change to the Graduation Rule or Guidelines. (Clause 21 of the Guidelines requires production and retention of a graduation ceremony list but does not stipulate that it forms part of the program for the ceremony.)

Committee members are asked to discuss the order of proceedings, see **Annexure A** below, and determine if any amendment is required to accommodate instances where the production of a full Graduation programme might be delayed. The proposal in these instances would be that the cover and standard text for the Graduation programme would be printed, with a list of graduates inserted into the Graduation programme as soon as it was confirmed and that the words “as set out in the programme,” would be omitted from the Order of Proceedings. **This is the intent of proposed resolution 2.**

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The Graduation Guidelines recognise the potential for the University to engage a commercial provider of services related to the graduation ceremony event, at the same time acknowledging that the University retains responsibility for all activities related to graduation, including the graduation ceremony event. The proposed amendments to the clause (23) of the Graduations Guidelines are intended to facilitate engagement of a commercial service provider while retaining clear responsibility with the University. The Guidelines, therefore, include provision for the role of Graduation Officer to coordinate all activities related to graduation, including the graduation ceremony event. It is not intended that the Graduation Officer carries out all functions, but this role should be accountable for all tasks related to the graduation process.

Changes to the Graduation Rule have moved to a more direct, inclusive language, and the realignment between Rule and Guidelines where necessary. There are no substantive changes in these proposed amendments. **This is the intent of resolutions 1(a) and (b).**

Future Fit Alignment	Contribution of this initiative
<input checked="" type="checkbox"/> Goal 1: Crafting, adapting and supporting learning journeys that are distinctive in their accessibility and flexibility.	Graduation is an important component of the learning journey, sometimes as a destination and sometimes as a transition to higher level learning. It is the culmination of a stage of the student journey.
<input checked="" type="checkbox"/> Goal 2: Creating and sharing knowledge to make a difference locally, regionally and globally.	Credentialed University graduates contribute to the communities in which they are a member.
<input checked="" type="checkbox"/> Goal 3: Committing to environmental, social and financial resilience for the University, our staff, our students and our communities.	There is a robust and sustained evidence-base for the finding that graduates have higher financial and other life resources.

Key Risks		
Risks	Consequences and possible mitigation	Risk Action Guidance
Delivery Risk: That students and graduates are unsafe, unhealthy or unhappy within the overall UNE Graduation process.	Consequences: Flow-on effects on enrolment and retention.  Mitigation: Event Management by graduation event provider	Low (with mitigation)

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Benefits Risk: Students and graduates do not feel a sense of belonging with the overall UNE graduation processes, and do not feel compelled to participate.	Consequences: Flow-on effects on UNE brand and reputation.  Mitigation: Event Management by graduation event provider	Low (with mitigation)
Organisational Complexity: The verification that a student has completed the requirements of their program of study, complicated by many factors, including complexity of award rules, the length of period of candidature, and accreditation requirements requires many areas of the University to coordinate processes and share information to ensure that all students who are deemed eligible to graduate are correctly identified.	Consequences: The student journey, progression and documentation is such that graduation is delayed, graduate and/or degree information is incorrect or incomplete, or graduation documents are not available to graduates in a timely or accessible manner and format.  Mitigation: The Graduations Working Group will continue to discharge its functions under the Graduations Guidelines, including a post-event review. The full review of the graduations process proposed in 2022 is a priority and will be commissioned following the April graduations.	Medium (with mitigation)
Cost: That the cost of graduation events and graduation processes exceeds the value-add.	Consequences: Lack of Financial Viability  Mitigation: The two mitigations as above	Low (with mitigations)
Strategic Importance: That students do not stay in their degrees and/or do not complete their degrees, thereby not progressing to graduation.	Consequence: High attrition  Mitigation: Closing-the-loop from the Review	Medium (with mitigation)

### Management Action Guidance

	Rare	Unlikely	Possible	Likely	Probable
Severe	MEDIUM Report to SET (within 6 months)	HIGH Report to SET and Council (within 3 months)	HIGH Report to SET and Council (within 3 months)	EXTREME Report to SET and Council (within 1 month)	EXTREME Report to SET and Council (within 1 month)
Major	MEDIUM Report to SET (within 6 months)	MEDIUM Report to SET (within 6 months)	HIGH Report to SET and Council (within 3 months)	HIGH Report to SET and Council (within 3 months)	EXTREME Report to SET and Council (within 1 month)
Moderate	LOW No action required	MEDIUM Report to SET (within 6 months)	MEDIUM Report to SET (within 6 months)	HIGH Report to SET and Council (within 3 months)	HIGH Report to SET and Council (within 3 months)
Minor	LOW No action required	LOW No action required	LOW No action required	MEDIUM Report to SET (within 6 months)	MEDIUM Report to SET (within 6 months)
Insignificant	VERY LOW No action required	VERY LOW No action required	VERY LOW No action required	LOW No action required	LOW No action required

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## Appendices / Supporting Documentation

**Attachment 1:** a) Graduation Certification Form (PROPOSED)  
b) Graduation Certification Form (CURRENT)

**Attachment 2:** Graduation Guidelines (PROPOSED)

**Attachment 3:** Graduation Guidelines (TRACKED)

**Attachment 4:** Graduation Rule (PROPOSED)

**Attachment 5:** Graduation Rule (TRACKED)

**Annexure:** Order of Proceedings [EXTRACT]

## ANNEXURE

### CHAIR OF ACADEMIC BOARD

Rises, doffs her cap to the Chancellor, and says

*"Would the graduands please stand?"*

*"Chancellor, I submit to you a list of candidates, as set out in the programme, who have completed all requirements and are entitled to be admitted to their respective academic degrees and awards."*

### CHANCELLOR

*"In the name of the Council and by my authority as Chancellor I admit these candidates to their respective degrees and awards."*





# Graduation Certification

## Certification Details

This Graduation Certification relates to the attached list of students dated [insert date].  
**Note:** the person giving this certification is required to initial each page of the attached list.

## Certification of Graduation List

**I confirm that I have satisfied myself that the following requirements have been met in respect of each student named in the attached list:**

- 1) the student has met the course rules and other course requirements to graduate;
- 2) the student does not owe a financial debt to the University, other than a debt that the University has agreed may be repaid after graduation;
- 3) the student has no unresolved disciplinary cases or appeals;
- 4) the student is not subject to a current exclusion or expulsion from the University; and
- 5) all University property that the student is required to return, has been returned.

**For each student named in the attached list, I confirm that the student’s proposed graduation has been endorsed by [tick one of the following] :**

- Graduate Research Examinations Board, for higher degree research students; **or**
- Curriculum Committee of Academic Board for students other than higher degree research students and confirmed by the Executive Principal Student Experience.

**In order to certify the above matters, I have made such enquiries and obtained such assurances as a prudent person in my position would make. I am relying on the accuracy of the information given to me, acknowledging that I am the senior executive accountable for this graduation list.**

## Notification, Record Keeping, and Approval

**I will ensure:**

- 1) The University’s designated Graduation Officer is provided with a signed copy of this Graduation Certification and attached list;
- 2) This Graduation Certification and attached list, once signed, is:
  - a. stored in the appropriate container in the University’s corporate records management system; and
  - b. submitted for noting by the University Council.

<p><b>Signature:</b></p> <p><b>Name:</b></p> <p><b>Position:</b> Choose an item.</p>	<p><b>Date:</b> Click or tap to enter a date.</p>
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*This form has been approved by the Rule Administrator under the Graduation Rule and must be used each time a graduation list is certified under that Rule. Approved by Director Governance and University Secretary on DD Month 2022.*





# Graduation Certification Executive Principal, Student Experience Faculty Associate Dean, Teaching and Learning

## Faculty Associate Dean, Teaching and Learning

I confirm that I have satisfied myself that the following requirements have been met in respect of each coursework student named in the attached list:

- 1) I have provided the Deputy Vice-Chancellor all information that I believe they require in order to assess the eligibility of each coursework student in the attached list;
- 2) The Student Experience portfolio has appropriate processes in place to comply with all relevant University policies, guidelines, and processes intended to ensure the coursework students named in the attached list are eligible to graduate.

In order to certify the above matters, I have made such enquiries and obtained such assurances as a prudent person in my position would make. I am relying on the accuracy of the information given to me.

<b>Signature:</b>  <b>Name:</b> Associate Dean, Teaching and Learning Faculty of <input type="text" value="Choose an item."/>	<b>Date:</b> Click or tap to enter a date.
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## Executive Principal, Student Experience

I confirm that I have satisfied myself that the following requirements have been met in respect of each student named in the attached list:

- 1) the student has met the course rules and other course requirements to graduate;
- 2) the student does not owe a financial debt to the University, other than a debt that the University has agreed may be repaid after graduation;
- 3) the student has no unresolved disciplinary cases or appeals;
- 4) the student is not subject to a current exclusion or expulsion from the University; and
- 5) all University property that the student is required to return, has been returned.

I confirm I have provided the Deputy Vice-Chancellor and/or Deputy Vice-Chancellor Research any information they require in order to be satisfied of the eligibility of each student in the attached list.

I confirm I have satisfied myself that the Student Experience Division, Schools and Faculties have followed all required processes to confirm this list of proposed graduands.

I have made such enquiries and obtained such assurances as a prudent person in my position would make and, in relying on the accuracy of the information provided to me, certify that the Students listed are eligible to graduate.

<b>Signature:</b>  <b>Name:</b> Executive Principal, Student Experience	<b>Date:</b> Click or tap to enter a date.
--	--



# Graduation Certification

## Certification Details

This Graduation Certification relates to the attached list of students dated [insert date].

**Note:** the person giving this certification is required to initial each page of the attached list of students.

## Certification of Graduation List

**I confirm that I have satisfied myself that the following requirements have been met in respect of each student named in the attached list:**

- 1) the student has met the course rules and other course requirements to graduate;
- 2) the student does not owe a financial debt to the University, other than a debt that the University has agreed may be repaid after graduation;
- 3) the student has no unresolved disciplinary cases or appeals;
- 4) the student is not subject to a current exclusion or expulsion from the University; and
- 5) all University property that the student is required to return, has been returned.

**For each student named in the attached list, I confirm that the student's proposed graduation has been endorsed by (tick one of the following):**

- Graduate Research Examinations Board, for higher degree research students; or
- Curriculum Committee of Academic Board (including Associate Deans Teaching and Learning and the Director, Student Success) for students other than higher degree research students.

**In order to certify the above matters I have made such enquiries and obtained such assurances as a prudent person in my position would make. I am relying on the accuracy of the information given to me, acknowledging that I am the senior executive accountable for this graduation list.**

## Notification, Record Keeping and Approval

**I will ensure:**

- 1) The University's designated Graduation Officer is provided with a signed copy of this Graduation Certification and attached list;
- 2) This Graduation Certification and attached list, once signed, is:
  - a. stored in an appropriate container in the University's corporate records management system, TRIM; and
  - b. submitted for noting by the University Council.

<b>Signature</b>	
<b>Name</b>	
<b>Position</b>	<b>Date:</b>

*This form has been approved by the Rule Administrator under the Graduation Rule and should be used each time a graduation list is certified under that Rule. Approved on 04 April 2020 by Brendan Peet, Chief Legal and Governance Officer.*



# Graduation Guidelines

## Section 1 - Overview and Scope

- (1) These Guidelines are made under the [Graduation Rule](#) and provide guidance for UNE Representatives involved in Student graduation and outlines roles and responsibilities for graduation lists and graduation ceremonies.
- (2) These Guidelines apply to all UNE Representatives involved in:
- the compilation, approval and conferral of graduation lists; and
  - graduation ceremonies.
- (3) These Guidelines do not apply to Honorary awards. Please refer to the [Honorary Titles and Awards Rule](#).
- (4) Within these Guidelines:
- Part A covers the compilation, approval and conferral of graduation lists; and
  - Part B covers graduation ceremonies

## -Part A - Confirming Eligibility to Graduate

### Compilation of Graduation Lists

- (5) Responsibility for updating a Student's eligibility to graduate status and validating the Student's eligibility to graduate on the Student's record in Callista for awards of the University are as follows:
- Deputy Vice-Chancellor Research or delegate for all higher degree by research awards; and
  - Executive Principal Student Experience or delegate for all other awards.

#### Higher Degree by Research Awards

(6) Prior to each graduation ceremony, and at the end of Trimester 3, Director Research Services (or delegate) will provide a list of Students to Student Experience with a [Graduation Certification Form](#) confirming that the Students have met their course requirements and requirements as set out in the [Graduation Rule](#) and are eligible to graduate. The list from Research Services will include those Students who have had their award conferred In Absentia since the last graduation ceremony.

(7) For quality assurance purposes Student Experience then submits to Research Services and Schools, a proposed graduation list of all Students who have an eligibility to graduate status for a final review for outstanding disciplinary cases or appeals, late/changed Honours results or non-return of University property. In response to this, the following should occur:

- Research Services will either confirm the original list is correct (to the extent it relates to higher degree by research Students) and make any required additions and re-submit, to Student Experience, the graduation list with an updated [Graduation Certification Form](#); and
- Each School delegate will either confirm the original list is correct or make the required amendments and re-submit the graduation list, for the Students enrolled in programs administered by that School, to Student Experience.

- (8) Student Experience will update each Student's eligibility to graduate status based on the responses received from Research Services and Schools.
- (9) Students who have completed all academic requirements of their Course but have an outstanding administrative encumbrance will be notified by Student Experience that:
- they must clear the encumbrance by the advised cut-off date or they will not be able to graduate; or
  - seek approval from the University for the debt to be repaid after graduation.

#### All other awards

(10) Prior to each graduation ceremony, and at the end of Trimester 3 the Executive Principal Student Experience provides the Deputy Vice-Chancellor a list of coursework Students and signs the [Graduation Certification Form](#) confirming that each Student has met the Course requirements, has no encumbrance (or the encumbrance has been waived by the Executive Principal Student Experience), has met the requirements as set out in the [Graduation Rule](#) and are therefore eligible to graduate. The Executive Principal Student Experience, and the relevant Faculty Associate Dean, Teaching and Learning must provide any information the Deputy Vice-Chancellor requires in order to be satisfied of the eligibility of a Student to graduate.

(11) Any changes to the lists before conferral must be reported to the Deputy Vice-Chancellor or Deputy Vice-Chancellor Research with an explanation for the change.

(12) The Executive Principal Student Experience, or delegate, combines the proposed graduation lists into one consolidated final list for the purpose of creating the graduation ceremony program.

#### Approval of Graduation List

(13) The Deputy Vice-Chancellor and Deputy Vice-Chancellor Research certify on the [Graduation Certification Form](#) that the Students on their respective graduation lists have met the requirements of the [Graduation Rule](#).

(14) To assist statutory or professional registration of a Student the University may, with approval of Deputy Vice-Chancellor or Deputy Vice-Chancellor Research, release information concerning a Student's eligibility to graduate status to an external agency or authority. If applicable, a statement that conferral has not occurred and graduate status remains pending shall accompany such information. The Student will also be notified of information released.

- (15) The Deputy Vice-Chancellor and Deputy Vice-Chancellor Research are authorised:
- to remove or add to the lists, prior to conferral, those Students who have encumbrances placed or lifted on their academic records for administrative, disciplinary and/or financial debt reasons;
  - to approve changes, prior to conferral, to levels of awards such as classes of Honours;
  - to remove, prior to conferral, a Student from the list because of an administrative error or a Student electing to articulate to a higher award without graduating in the original award;
  - to approve for conferral, Graduands who wish to have their award conferred In Absentia;
  - correct information such as names or majors as they appear on Testamurs and Australian Higher Education Graduation Statement (AHEGS) after conferment; and
  - to recommend to Council, changes to or rescissions of award after conferral.

#### Reporting to Council

(16) As soon as practicable, the Executive Principal Student Experience, will provide to the University Secretary (or delegate) the confirmed list of Graduands and the signed [Graduation Certification Forms](#). The list and [Graduation Certification Forms](#) will be provided to the Council for noting at the next meeting of Council.

## Part B Graduation Ceremonies

(17) Graduands will be invited to attend the next designated graduation ceremony by Graduation Officer, Student Experience.

(18) Graduands who wish to Graduate In Absentia and have not already advised the relevant School or Research Services, should advise Student Experience.

(19) Higher Degree Research Students wishing to graduate In Absentia between graduation ceremonies will need the approval of the Deputy Vice-Chancellor Research.

(20) Graduands graduating In Absentia will have their Testamur and graduation booklet mailed to them after the graduation ceremony. An email with instructions to access their digital Testamur and digital Australian Higher Education Graduation Statement (AHEGS) will be sent by Student Experience.

(21) All names of Graduates who have been conferred at a graduation ceremony and the names of Graduates who have been conferred between ceremonies, including those who have graduated in absentia, are printed in the graduation ceremony list. The list of Graduates is a public record and is not subject to privacy restrictions.

(22) The University provides Graduates with one Testamur and instructions to access their digital Testamur and digital Australian Higher Education Graduation Statement (AHEGS) (as appropriate for the award being conferred).

### Lead Responsibilities for Ceremonies

(23) The lead responsibility for the preparation for, and conduct of, graduation ceremonies lies with the Graduation Officer, Student Experience, subject to the authority of the Council. The responsibility for coordinating the involvement of the Council lies with the University Secretary on behalf of the Chancellor. These are summarised as follows:

ROLE	RESPONSIBILITY
<b>Preliminary</b>	
Confirm schedule of graduation dates	Graduation Officer, who advises graduation event provider
Make venue booking	Graduation Officer, and advise graduation event provider
Order Testamur stationery	Graduation Officer,
Arrange graduation meeting	Graduation Officer, , on behalf of graduation event provider and in accordance with Graduation Event Operating Procedures
<b>Awards</b>	
Prepare potential graduand lists	Student Experience
Identify New England Award recipients and script, check and print certificates. Advise Graduation Coordinator of recipients.	Student Engagement Team, Student Experience
Script, check and print testamurs	Graduation Team – Student Experience
Placing of University Seal on testamurs	Graduation Team – Student Experience

Arrange selection of medal winners	Executive Principal, Student Experience – University Medals Committee Deputy Vice-Chancellor Research - For higher degree research Students- Graduate Research Committee
Advise medal winners of their awards	Deputy Vice-Chancellor (with support from Executive Principal, Student Experience) Deputy Vice-Chancellor Research (for higher degree by research medals)
Prepare medals	Graduation Team – Student Experience
<b>The Venue</b>	
Confirm venue booking and stage set-up – Booloominbah lawn and indoor ceremony venue	Graduation Officer, liaising with graduation event provider
Arrange graduand seating	Graduation Officer, liaising with graduation event provider
Arrange stage seating and layout	Graduation Officer– liaising with the graduation event provider and with Director Governance and University Secretary (DGUS) (or delegate/s) (for the Chancellor's Procession participants)
Arrange robing room for Academic Procession	Graduation Officer, liaising with graduation event provider
Arrange robing room for Chancellor's Procession	DGUS (or delegate/s), liaising with graduation event provider
Arrange for audio equipment including sound check prior to the ceremony commencing	Graduation Officer, liaising with graduation event provider
Arrange for off stage VIP seating	Graduation Officer, liaising with graduation event provider, Vice-Chancellor's Office and DGUS (or delegate/s)
Arrange for parking facilities	Graduation Officer, liaising with graduation event provider, Estate and Built Environment Division, and DGUS (or delegate/s)
<b>Invitations</b>	
Issue invitation to staff on une-official to participate in the academic procession	Graduation Officer, through Deputy Vice-Chancellor (invitation from DVC)
Issue invitations to official guests of on behalf of the Chancellor and advise acceptances to relevant Graduation Coordinator, Student Experience	DGUS (or delegate/s)
Issue invitations to occasional address speakers and advise acceptances to Graduation Coordinator, Student Experience	Vice-Chancellor's Office
Arrange attendance of occasional address speakers and obtain CV's	Vice-Chancellor's Office
Consult with the Vice-Chancellor regarding the conferral of honorary degrees	DGUS (or delegate/s)
Liaise with honorary degree recipients concerning arrangements for the ceremony including academic regalia and guest tickets	DGUS (or delegate/s)
Prepare graduand information and emails	Graduation Officer
Coordination of Chancellor's Graduation Luncheon i.e. venue, invitations, menu	DGUS (or delegate/s), in liaison with graduation event provider
Select those to introduce and thank occasional speakers, and those to deliver citations for honorary awards	Vice-Chancellor
Issue invitations to introduce and thank occasional speakers, and to deliver citations	Vice-Chancellor



Issue invitation to act as Esquire Bedell	DGUS (or delegate/s)
Write to Chancellor, advising of arrangements for ceremonies	DGUS (or delegate/s)
Arrange travel and accommodation as required for the guest speaker	Vice-Chancellor's Office – in liaison with Graduation Officer
<b>Ceremony</b>	
Arrange publicity	Graduation Officer, liaising with Corporate Communications and Events
Prepare, check, produce and deliver an order of proceedings and a general brief and provision of these documents to all senior officers of the University with roles and responsibilities in graduation ceremonies no later than one week prior to the ceremony.	Graduation Officer
Production and provision of the <b>list</b> of names of graduands eligible to attend each ceremony and who have registered to attend the relevant ceremony. An edited list will be provided on the day of the ceremony which is compiled following closure of registration.	Graduation Officer
Arrange for display of wet weather ceremony directional signage (if required)	Graduation Officer, liaising with EBE
Arrange for streaming of graduation ceremony to relevant locations (if required for wet weather ceremony)	Graduation Officer, liaising with graduation event provider
Advise on graduation ceremony protocols	DGUS (or delegate/s)- Chancellor and official guests Graduation Officer - Graduands and University staff
Arrange music	Graduation event provider
Briefing of graduands after they have been seated	Graduation Officer liaising with DGUS (or delegate/s) and graduation event provider
<b>Program</b>	
Provide details of Honorary awardees, and citation readers to Graduation Officer	Vice-Chancellors Office
Script, check and print final version of program	Graduation Officer, liaising with DGUS (or delegate/s)
<b>Other Tasks</b>	
Arrange attendance of Esquire Bedell	DGUS (or delegate/s)
Arrange for graduand gown hire	Graduation gown provider in liaison with Graduation Officer,
Arrange for gowns for Council members and Esquire Bedell	DGUS (or delegate/s)
Arrange for gowns for occasional speakers and honorary degree recipients	Vice-Chancellor's Office in liaison with Graduation Officer, and graduation event provider
Arrange ushers	Graduation Officer, liaising with graduation ceremony provider
Arrange testamur framers	Graduation ceremony provider
Arrange catering for Academic Procession and for Chancellor's Procession participants	Vice-Chancellor's Office and DGUS (or delegate)
Arrange dais photographer for ceremony	Graduation Officer, liaising with

	Graduation event provider
Arrange official portrait photographer	Graduation Officer, liaising with Graduation event provider
Arrange Alumni promotion	Alumni Relations Officer, Student Experience
Arrange to receive official visitors of Vice-Chancellor	Graduation Officer, liaising with Vice-Chancellor's Office
Arrange to receive Chancellor's guests	Graduation Officer, liaising with DGUS (or delegate/s)
Arrange seating of graduands	Graduation Officer, liaising with Graduation event provider
Arrange marshalling of graduands	Graduation Officer, liaising with Graduation event provider
Sort and handle testamurs and medals on stage	Graduation Officer
Marshall and organise the Academic Procession	Graduation Officer, liaising with Graduation event provider
Marshall and organise the Chancellor's Procession	Graduation Officer, liaising with DGUS (or delegate/s)
Arrange debriefing session	Deputy Vice-Chancellor, or delegate
Issue thank you letters to occasional address speakers	Graduation Officer advises Vice-Chancellor's office Issued by Vice-Chancellor

## Indoor Ceremonies

(24) In the event of bad weather, the decision to move the ceremony into an indoor venue will be made by the Executive Principal Student Experience (or delegate) by 8am on the date of the ceremony. The Executive Principal Student Experience (or delegate) may limit the number of guests who accompany a Graduand to a graduation ceremony if the ceremony is held indoors. These decisions will be communicated by Student Experience through University and local media and information sources. In these circumstances, the graduation event provider will make arrangements for the graduation ceremony to be streamed through electronic means to other on campus locations to accommodate guest overflow from the indoor graduation venue.

## Quality Assurance

(25) The Deputy Vice-Chancellor (or delegate) will convene a graduation steering group approximately 6 weeks out from the event to monitor progress of graduation ceremony preparations.

(26) A post-graduation event meeting will be held to review any issues or positive experiences to inform preparations for the next graduation event, and final report and any recommendations reported to the Academic Portfolio Executive Committee.

(27) Records relating to any action or decision made under these Guidelines must be recorded in accordance with the University [Records Management Rule](#).

## Authority and Compliance

(28) The Rule Administrator, the Director Governance and University Secretary, pursuant to the University's [Graduation Rule](#) makes these Guidelines.

(29) UNE Representatives and Students must observe these Guidelines in relation to University matters.

(30) These Guidelines operate as and from the Effective Date.



(31) Previous procedures and guidelines relating to Graduation are replaced and have no further operation from the Effective Date of these new Guidelines.

PROPOSED - REVISED

## Status and Details

Status	Current
Effective Date	To be confirmed
Review Date	To be confirmed
Approval Authority	Director Governance and University Secretary
Approval Date	To be confirmed
Expiry Date	To Be Advised
Unit Head	Gabrielle Price Director Governance and University Secretary 61 2 6773 3445
Author	Alicia Zlkan
Enquiries Contact	Director Governance and University Secretary

## Definitions

**Graduation Event provider** - Means the internal UNE team leader appointed or an external contracted provider of graduation event origination who is tasked with detailed planning, coordination and the implementation of the event on the day of the graduation ceremony.

**Graduation Officer** means the person assigned to the role of coordinating all activities related to the graduation process. This will normally be the Executive Principal, Student Experience, or delegate.

**School delegate(s)**. Means for the purposes of these guidelines - those persons in the following roles from the Academic School, either/and Head of School, Course Coordinator, Unit Coordinator, or HDR Coordinator. All delegates should be inducted into the graduand eligibility checking process, understand the timing for response, and provide physical or digital confirmation (saved in the Records Management System) they have checked eligibility according to the checklist.

## Glossary Terms and Definitions

**"UNE Representative"** - Means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

**"Graduand"** - A student who has completed all the requirements of an award but who has not had the award conferred.

**"Graduate"** - Is a person who has completed the requirements for a course and has had their award conferred on them by the University Council.

**"In Absentia"** - Is when an award is conferred on a student without their presence at a Graduation Ceremony.

**"Student"** - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

**"Course"** - Course means a syllabus, a curriculum, a training package, units of study, or structured workplace learning, the successful completion of which leads to the conferral of an award on the student by the University

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(including but not limited to a regulated qualification under the Australian Qualifications Framework).

"School" - Is an organisational unit comprising academic staff in related fields of study who are responsible for teaching and research in those academic fields together with support staff. Each School also has lead management for the design and delivery of the courses within its responsibility.

"Testamur" - The official certificate issued by the University to graduates when they have their award conferred. It is a legal document imprinted with the University Seal.

"Australian Higher Education Graduation Statement (AHEGS)" - The AHEGS provides a description of the nature, level, context and status of the studies that were pursued by the graduate named on the statement.

"Effective Date" - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.

PROPOSED - REVISED

# Graduation ~~Procedures~~Guidelines

## ~~Section 1~~ Overview and Scope

(1) These ~~procedures~~Guidelines are made under the [Graduation Rule](#) and provide guidance for UNE Representatives involved in Student graduation and outlines roles and responsibilities for graduation lists and graduation ceremonies.

## ~~Section 2~~ Scope

(2) These ~~procedures~~Guidelines apply to all UNE Representatives involved in:

- a. the compilation, approval and conferral of graduation lists; and
- b. graduation ceremonies.

(3) These ~~procedures~~Guidelines do not apply to Honorary awards. Please refer to the [Honorary Titles and Awards Rule](#).

(4) Within these Guidelines:

- a. Part A covers the compilation, approval and conferral of graduation lists; and
- b. Part B covers graduation ceremonies

## ~~Section 3~~ Part A Confirming Eligibility to Graduate

### Compilation of Graduation Lists

~~(3)~~(5) Responsibility for updating a Student's eligibility to graduate status and validating the Student's eligibility to graduate on the Student's record in Callista for awards of the University are as follows:

- a. Deputy Vice-Chancellor Research or delegate for all higher degree by research awards; and
- b. Executive Principal Student Experience or delegate for all other awards.

### Higher Degree by Research Awards

~~(4)~~(6) Prior to each graduation ceremony, and at the end of Trimester 3, [Director](#) Research Services (or delegate) will provide a list of Students to Student Experience with a [Graduation Certification Form](#) confirming that the Students have met their course requirements and requirements as set out in the [Graduation Rule](#) and are eligible to graduate. The list from Research Services will include those Students who have had their award conferred In Absentia since the last graduation ceremony.

~~(5)~~(7) For quality assurance purposes Student Experience then submits to Research Services and Schools, a proposed graduation list of all Students who have an eligibility to graduate status for a final review for outstanding disciplinary cases or appeals, late/changed Honours results or non-return of University property. In response to this, the following should occur:

- a. Research Services will either confirm the original list is correct (to the extent it relates to higher degree by

research Students) ~~or and~~ make any required additions and re-submit, to Student Experience, the graduation list with an updated [Graduation Certification Form](#); and

- b. Each School [delegate](#), ~~for the Students enrolled in programs administered by that School,~~ will either confirm the original list is correct or make the required ~~additions-amendments~~ and re-submit the graduation list, ~~for the Students enrolled in programs administered by that School,~~ to Student Experience.

~~(6)~~(8) Student Experience will update ~~a each~~ Student's eligibility to graduate status ~~as informed by~~ [based on](#) the responses received from Research Services and Schools.

~~(7)~~(9) Students who have completed all academic requirements of their Course but have an outstanding administrative encumbrance will be notified by Student Experience that:

- a. they must clear the encumbrance by the advised cut-off date or they will not be able to graduate; or
- b. seek approval from the University for the debt to be repaid after graduation.

#### [All other awards](#)

~~(8)~~(10) Prior to each graduation ceremony, and at the end of Trimester 3 the Executive Principal Student Experience provides the Deputy Vice-Chancellor a list of coursework Students and signs the [Graduation Certification Form](#) confirming that each Student has met the Course requirements, has no encumbrance (or the encumbrance has been waived by the Executive Principal ~~Education Futures Student Experience~~), has met the requirements as set out in the [Graduation Rule](#) and are therefore eligible to graduate. The Executive Principal Student Experience, and the relevant ~~Head of School Faculty Associate Dean, Teaching and Learning if required,~~ must provide any information the ~~Executive Principal Education Futures Deputy Vice-Chancellor~~ requires in order to be satisfied of the eligibility of a Student to graduate.

~~(9)~~(11) Any changes to the lists before conferral must be reported to the Deputy Vice-Chancellor or Deputy Vice-Chancellor Research ~~together~~ with an explanation for the change.

~~(10)~~(12) The Executive Principal Student Experience, ~~or delegate,~~ combines the proposed graduation lists into one consolidated final list for ~~the purpose of creating the~~ graduation ceremony program. ~~purposes.~~

#### Approval of Graduation List

~~(11)~~(13) The Deputy Vice-Chancellor and Deputy Vice-Chancellor Research certify on the [Graduation Certification Form](#) that the Students on their respective graduation lists have met the requirements of the [Graduation Rule](#).

~~(12)~~(14) To assist statutory or professional registration of a Student the University may, [with approval of Deputy Vice-Chancellor or Deputy Vice-Chancellor Research,](#) ~~at its discretion,~~ ~~release to an agency or authority,~~ ~~approved by the Deputy Vice-Chancellor or Deputy Vice-Chancellor Research~~ information concerning a Student's eligibility to graduate status [to an external agency or authority](#). If applicable, a statement that conferral has not occurred and graduate status remains pending shall accompany such information. [The Student will also be notified of information released.](#)

~~(13)~~(15) The Deputy Vice-Chancellor and Deputy Vice-Chancellor Research are authorised:

- a. to remove or add to the lists, prior to conferral, those Students who have encumbrances placed or lifted on their academic records for administrative, disciplinary and/or financial debt reasons;
- b. to approve changes, prior to conferral, to levels of awards such as classes of Honours;
- c. to remove, prior to conferral, a Student from the list because of an administrative error or a Student electing to articulate to a higher award without graduating in the original award;
- d. to approve for conferral, ~~Students-Graduands~~ who wish to have their award conferred In Absentia;
- e. correct information such as names or majors as they appear on Testamurs and Australian Higher Education

- Graduation Statement (AHEGS) after conferment; and  
f. to recommend to Council, changes to or rescissions of award after conferral.

## Reporting to Council

~~(16)~~ As soon as practicable, the Executive Principal Student Experience, will provide to the ~~University Secretariat~~ University Secretary (or delegate) the ~~final confirmed list of~~ Graduands list along with and the signed Graduation Certification Forms, ~~from the Deputy Vice-Chancellor and Deputy Vice-Chancellor Research~~. The list and Graduation Certification Forms will be provided to the Council ~~at for noting~~ at the next ~~available meeting of~~ Council, ~~g. for noting~~.

## Part B Graduation Ceremonies

~~(14)~~ (17) ~~Students who are eligible to Graduate~~ Graduands will be invited to attend the next designated graduation ceremony by Graduation Officer, Student Experience.

~~(15)~~ (18) ~~Students~~ Graudands who wish to Graduate In Absentia and have not already advised the relevant School or Research Services, ~~need to~~ should advise Student Experience.

~~(16)~~ (19) Higher Degree Research Students wishing to graduate In Absentia between graduation ceremonies will need the approval of the Deputy Vice-Chancellor Research.

~~(17)~~ (1) ~~The University provides Graduates with one Australian Higher Education Graduation Statement (AHEGS) and one Testamur (as appropriate for the award being conferred).~~

~~(18)~~ (20) ~~For Students~~ Graduands graduating In Absentia ~~their will have their~~ Testamur and Australian Higher Education Graduation Statement (AHEGS) graduation booklet will be mailed to them after the graduation ceremony. An email with instructions to access their digital Testamur and digital Australian Higher Education Graduation Statement (AHEGS) will be sent by Student Experience.

~~(19)~~ Graduands unable to attend a graduation ceremony will be deemed by the University to have requested to graduate In Absentia and will have their Australian Higher Education Graduation Statement (AHEGS) and Testamur mailed to them by Student Experience after the relevant graduation ceremony.

~~(20)~~ (21) All names of Graduates who have been conferred at a graduation ceremony and the names of Graduates who have been conferred between ceremonies, including those who have graduated in absentia, are printed in the ~~appropriate~~ graduation ceremony program booklet list. The list of ~~graduates~~ Graduates is a public record and is not subject to privacy restrictions.

~~(22)~~ The University provides Graduates with one Australian Higher Education Graduation Statement (AHEGS) and one Testamur and instructions to access their digital Testamur and digital Australian Higher Education Graduation Statement (AHEGS) (as appropriate for the award being conferred).

### Indoor Ceremonies

~~(21)~~ In the event of bad weather, the decision to move the ceremony into an indoor venue is made by the Executive Principal Student Experience (or delegate) by 8am on the morning of the ceremony. The Executive Principal Student Experience (or delegate) may limit the number of guests who accompany a graduand to a graduation ceremony. These decisions will be communicated by Student Experience through University and local media and information sources e.g. Insiders Guide, local radio etc.

### Lead Responsibilities for Ceremonies

~~(22)~~(23) The lead responsibility for the preparation for, and conduct of, graduation ceremonies lies with the Graduation ~~Coordinator~~Officer, Student Experience, subject to the authority of the Council. The responsibility for coordinating the involvement of the Council lies with the University Secretary on behalf of the Chancellor. These are summarised as follows:

<u>TASKS</u> <u>ROLE</u>	RESPONSIBILITY
<b>Preliminary</b>	
Confirm schedule of graduation dates	<del>SAS</del> <u>Graduation Officer, who advises graduation event provider</u>
Make venue booking	<del>SAS</del> <u>Graduation Coordinator, Student Experience</u> <u>Graduation Officer, and advise graduation event provider</u>
Order Testamur stationery	<del>SAS</del> <u>Graduation Coordinator</u> <u>Officer, Student Experience</u>
Arrange graduation meeting	<del>SAS</del> <u>Graduation Coordinator</u> <u>Officer, Student Experience, on behalf of graduation event provider and in accordance with Graduation Event Operating Procedures</u>
<b>Awards</b>	
Prepare potential graduand lists	<del>Coursework awards — SAS</del> <u>Student Experience</u> <del>GHDR awards — Research Services</del>
Identify New England Award recipients and script, check and print certificates. Advise Graduation Coordinator of recipients.	<del>NEA Program Manager</del> <u>Student Engagement Team, Student Experience — PVCA Office</u>
Script, check and print testamurs	Graduation Team — <del>SAS</del> <u>Student Experience</u>
Placing of University Seal on testamurs	Graduation Team — <del>SAS</del> <u>Student Experience</u>
Arrange selection of medal winners	<del>PVCA</del> <u>Executive Principal, Student Experience</u> — University Medals Committee <del>DPVCR</del> <u>Deputy Vice-Chancellor Research - For higher degree research Students -</u> — Graduate Research Committee
Advise medal winners of their awards	<del>Relevant Pro Vice-Chancellor</del> <u>Deputy Vice-Chancellor (with support from Executive Principal, Student Experience)</u> <u>Deputy Vice-Chancellor Research (for higher degree by research medals)</u>
Prepare medals	Graduation Team — <del>SAS</del> <u>Student Experience</u>
<b>The Venue</b>	
Confirm venue booking and stage set-up — Booloominbah lawn and <del>Lazenby-Hall</del> <u>indoor ceremony venue</u>	Graduation <del>Coordinator</del> <u>Officer — SAS in liaison with Facilities Management Services (FMS), liaising with graduation event provider</u>
Arrange graduand seating	Graduation <del>Coordinator</del> <u>Officer, liaising with graduation event provider — SAS in liaison with FMS</u>
Arrange stage seating and layout	Graduation Team — <del>Officer — SAS in liaison</del> <u>liaising with the graduation event provider and with — with the Secretariat</u> <u>Director Governance and University Secretary (DGUS) (or delegate/s) (for the Chancellor's Procession participants)</u>



Arrange robing room for Academic Procession	<u>SAS</u> Graduation Officer, liaising with graduation event provider
Arrange robing room for Chancellor's Procession	<u>Secretariat</u> DGUS (or delegate/s), liaising with graduation event provider
Arrange for audio equipment including sound check prior to the ceremony commencing	<u>SAS</u> Graduation Officer, liaising with graduation event provider
Arrange for off stage VIP seating	<u>SAS in liaison with the Secretariat and Vice-Chancellor's Unit</u> Graduation Officer, liaising with graduation event provider, Vice-Chancellor's Office and DGUS (or delegate/s)
Arrange for parking facilities	<u>SAS in liaison with FMS and Secretariat</u> Graduation Officer, liaising with graduation event provider, Estate and Built Environment Division, and DGUS (or delegate/s)
<b>Invitations</b>	
Issue invitation to staff on une-official to participate in the academic procession	<u>PVC</u> Graduation Officer, through Deputy Vice-Chancellor (invitation from DVC)
Issue invitations to official guests of <u>on behalf of the</u> Chancellor and advise acceptances to relevant <u>UNE staff</u> Graduation Coordinator, Student Experience	<u>Secretariat</u> DGUS (or delegate/s)
Issue invitations to occasional <u>address</u> speakers and advise acceptances to <u>relevant UNE staff</u> Graduation Coordinator, Student Experience	Vice-Chancellor's Office
Arrange attendance of occasional <u>address</u> speakers and obtain CV's	Vice-Chancellor's Office
Consult with the Vice-Chancellor regarding the conferral of honorary degrees	<u>Secretariat</u> DGUS (or delegate/s)
Liaise with honorary degree recipients concerning arrangements for the ceremony including academic regalia and guest tickets	<u>DGUS (or delegate/s)</u> Secretariat
Prepare graduand information and emails	<u>SAS</u> Graduation Officer
Coordination of Chancellor's Graduation Luncheon i.e. venue, invitations, menu	<u>DGUS (or delegate/s)</u> Secretariat, in liaison with graduation event provider
Select those to introduce and thank occasional speakers, and those to deliver citations for honorary awards	Vice-Chancellor
Issue invitations to introduce and thank occasional speakers, and to deliver citations	Vice-Chancellor
Issue invitation to act as Esquire Bedell	<u>DGUS (or delegate/s)</u> Secretariat
Write to Chancellor, advising of arrangements for ceremonies	<u>DGUS (or delegate/s)</u> Secretariat
Arrange travel and accommodation as required for the guest speaker	Vice-Chancellor's <u>Unit Office</u> – in liaison with <u>SAS</u> in liaison with Graduation Officer
<b>Ceremony</b>	
Arrange publicity	<u>Corporate Communications</u> Graduation Officer, liaising with Corporate Communications and Events
Prepare, check, produce and deliver an order of proceedings and a general brief and provision of these documents to all senior officers of the University with roles and responsibilities in graduation ceremonies no later than one week prior to the ceremony.	<u>SAS</u> Graduation Officer
Production and provision of the <u>list</u> of names of graduands eligible to attend each ceremony and who have registered to attend the relevant ceremony. An edited list will be provided on the day of the ceremony which is compiled following closure of registration.	<u>Graduation Officer</u> SAS



<u>Arrange for display of wet weather ceremony directional signage (if required)</u>	<u>Graduation Officer, liaising with EBE</u>
<u>Arrange for streaming of graduation ceremony to relevant locations (if required for wet weather ceremony)</u>	<u>Graduation Officer, liaising with graduation event provider</u>
Advise on graduation ceremony protocols <del>(as required)</del>	<u>DGUS (or delegate/s) - Chancellor and official guests</u> <del>Secretariat</del> <u>Academic and professional staff and graduands</u> <del>SAS</del> <u>Graduation Officer - Graduands and University staff</u>
Arrange music	<u>SAS Graduation event provider</u>
Briefing of graduands after they have been seated	<del>SAS appointed emcee</del> <u>Graduation Officer liaising with DGUS (or delegate/s) and graduation event provider</u>
<b>Program</b>	
Provide details of Honorary awardees, and citation readers to <del>Student Administration and Services</del> <u>Graduation Officer</u>	Vice-Chancellors Office
Script, check and print final version of program	<u>SAS Graduation Officer, liaising with DGUS (or delegate/s)</u>
<b>Other Tasks</b>	
Arrange attendance of Esquire Bedell	<u>DGUS (or delegate/s)</u> <del>Secretariat</del>
Arrange for graduand gown hire	<del>UNE Life</del> <u>Graduation gown provider</u> in liaison with Graduation <del>Team</del> <u>Officer, SAS</u>
Arrange for gowns for Council members and Esquire Bedell	<u>DGUS (or delegate/s)</u> <del>Secretariat</del>
Arrange for gowns for occasional speakers and honorary degree recipients	Vice-Chancellor's Office in liaison with <del>Graduation Team, SAS</del> <u>Graduation Officer, and graduation event provider</u>
Arrange ushers	<u>SAS Graduation Officer, liaising with graduation ceremony provider</u>
Arrange testamur framers	<del>UNE Life</del> <u>Graduation ceremony provider</u>
Arrange catering for Academic Procession and for Chancellor's Procession participants	<u>SAS Vice-Chancellor's Office and DGUS (or delegate)</u>
Arrange dais photographer for ceremony	<u>SAS Graduation Officer, liaising with Graduation event provider</u>
Arrange official portrait photographer	<del>UNE Life</del> <u>Graduation Officer, liaising with Graduation event provider</u>
Arrange Alumni promotion	<del>Alumni Relations Officer, Office of Advancement</del> <u>Student Experience</u>
Arrange to receive official visitors of Vice-Chancellor	<u>Graduation Officer, liaising with Vice-Chancellor's Office</u>
Arrange to receive Chancellor's guests	<u>Graduation Officer, liaising with DGUS (or delegate/s)</u> <del>Secretariat</del>
Arrange seating of graduands	<u>SAS Graduation Officer, liaising with Graduation event provider</u>
Arrange marshalling of graduands	<u>Graduation Officer, liaising with Graduation event provider</u> <del>SAS</del>
Sort and handle testamurs and medals on stage	<u>SAS Graduation Officer</u>
Marshall and organise the Academic Procession	<u>Graduation Officer, liaising with Graduation event provider</u> <del>SAS</del>

Marshall and organise the Chancellor's Procession	<u>Graduation Officer, liaising with DGUS (or delegate/s) Secretariat</u>
<b>Follow-up</b>	
Arrange debriefing session	<u>SAS Deputy Vice-Chancellor, or delegate</u>
Issue thank you letters to occasional <u>address</u> speakers	<u>Graduation Officer advises Vice-Chancellor's office</u> <u>Issued by</u> Vice-Chancellor

### Indoor Ceremonies

(24) In the event of bad weather, the decision to move the ceremony into an indoor venue will be made by the Executive Principal Student Experience (or delegate) by 8am on the date of the ceremony. The Executive Principal Student Experience (or delegate) may limit the number of guests who accompany a Graduant to a graduation ceremony if the ceremony is held indoors. These decisions will be communicated by Student Experience through University and local media and information sources. In these circumstances, the graduation event provider will make arrangements for the graduation ceremony to be streamed through electronic means to other on campus locations to accommodate guest overflow from the indoor graduation venue.

### Quality Assurance

(25) The Deputy Vice-Chancellor (or delegate) will convene a graduation steering group approximately 6 weeks out from the event to monitor progress of graduation ceremony preparations.

(26) A post-graduation event meeting will be held to review any issues or positive experiences to inform preparations for the next graduation event, and final report and any recommendations reported to the Academic Portfolio Executive Committee.

~~(23)~~

### Records Management

~~(24)~~(27) Records relating to any action or decision made under these procedures-Guidelines must be recorded in accordance with the University Records Management Rule.

### Authority and Compliance

~~(25)~~(28) The Rule Administrator, the Director Governance and University Secretary, pursuant to the University's Graduation Rule makes these proceduresGuidelines.

~~(26)~~(29) UNE Representatives and Students must observe these Procedures-Guidelines in relation to University matters.

~~(27)~~(30) These Procedures-Guidelines operate as and from the Effective Date.

~~(28)~~(31) Previous proceduresprocedures and guidelines relating to Graduation are replaced and have no further operation from the Effective Date of these new Guidelines~~this new Procedure~~.

## Status and Details

Status	Current
Effective Date	<del>12th December 2016</del> <u>To be confirmed</u>
Review Date	<del>12th December 2019</del> <u>To be confirmed</u>
Approval Authority	<del>Chief Legal and Governance Officer</del> <u>Director Governance and University Secretary</u>
Approval Date	<del>9th December 2016</del> <u>To be confirmed</u>
Expiry Date	To Be Advised
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## Definitions

Graduation Event provider - ~~Means the internal UNE team leader appointed or an external contracted provider of graduation event origination who is tasked with detailed planning, coordination and the implementation of the event on the day of the graduation ceremony.~~

Graduation Officer means the person assigned to the role of coordinating all activities related to the graduation process. This will normally be the Executive Principal, Student Experience, or delegate.

School delegate(s). Means for the purposes of these guidelines - those persons in the following roles from the Academic School, either/and Head of School, Course Coordinator, Unit Coordinator, or HDR Coordinator. All delegates should be inducted into the graduand eligibility checking process, understand the timing for response, and provide physical or digital confirmation (saved in the Records Management System) they have checked eligibility according to the checklist.

## Glossary Terms and Definitions

"UNE Representative" - Means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

"Graduand" - A student who has completed all the requirements of an award but who has not had the award conferred.

"Graduate" - Is a person who has completed the requirements for a course and has had their award conferred on them by the University Council.

"In Absentia" - Is when an award is conferred on a student without their presence at a Graduation Ceremony.

"Student" - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

"Course" - Course means a syllabus, a curriculum, a training package, units of study, or structured workplace learning, the successful completion of which leads to the conferral of an award on the student by the University

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(including but not limited to a regulated qualification under the Australian Qualifications Framework).

"School" - Is an organisational unit comprising academic staff in related fields of study who are responsible for teaching and research in those academic fields together with support staff. Each School also has lead management for the design and delivery of the courses within its responsibility.

"Testamur" - The official certificate issued by the University to graduates when they have their award conferred. It is a legal document imprinted with the University Seal.

"Australian Higher Education Graduation Statement (AHEGS)" - The AHEGS provides a description of the nature, level, context and status of the studies that were pursued by the graduate named on the statement.

"Effective Date" - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.

PROPOSED - REVISED