THE UNIVERSITY *of* ADELAIDE

Semester 2 2019 Conferral

IMPORTANT DEADLINES AND GRADUATION CHECKLIST

If you anticipate you will complete your program in Semester 2 2019, or have already met the academic requirements of your program but have not been conferred, this checklist includes important information and dates relating to conferral of your award. Students conferred on 31 December 2019 are eligible to apply to receive their award at the following Presentation Events:

- April/May 2020 Graduation Ceremonies
- In Absentia May 2020
- September 2020 Graduation Ceremonies

To receive your testamur, you must select one of the above Presentation Events in Access Adelaide. Testamurs are printed attached to the Presentation Event you select and will therefore be released at the relevant event time. If you do not select a Presentation Event, a testamur cannot be printed for you.

Dates/Deadlines	Activity	Checked
By Wednesday, 25 September 2019	**Applications for Semester 2 2019 conferral open:** • Check you have an automatic application to graduate in Access Adelaide. • If you do not have an auto application, click 'apply' to add an application. • Select a Presentation Event to indicate how you wish to receive your award.	
Friday, 8 November 2019	**Engineering students only: Practical experience deadline** • Deadline to submit your Practical Experience documentation to be considered for Semester 2 2019 conferral.	
11:59pm Monday, 2 December 2019	**Applications for Semester 2 2019 conferral of award close. This is the last day for you to apply for your award to be conferred on 31 December 2019. No late applications are accepted.** • Check Access Adelaide and ensure you have an application for conferral. • View/Update the conferral application ensure you have selected a Presentation Event. Check your information carefully to ensure it is correct.	
5:00pm Wednesday, 11 December 2019	**Postgraduate Research Students Only: Thesis & AHEGS Abstract Deadline.** • Last day to submit the final digital copy of your thesis to the Graduate Centre. • If you submit your thesis after this deadline you will **not** be considered for Semester 2 2019 conferral.	

By 2:00pm Monday, 16 December 2019	**Graduation Status letters uploaded in Access Adelaide**
	• Check that you have an '**Eligible to Graduate**' letter
	   o Is your Major correct (if applicable)? If not, contact your Faculty.
	   o Is your Honours class correct (if applicable)? If not, contact your Faculty.
	   o Is your name correct (to be printed on your testamur)? If not, submit a Change of Personal Details form **by 5.00pm Monday, 23 December**. Names changed after this deadline will not be reflected on your testamur.
	• If you have a '**Not Eligible to Graduate**' letter, follow the instructions in the letter to resolve the issue preventing your graduation.	

Further information is available on the Graduations website
http://www.adelaide.edu.au/student/graduations/

Before you complete your study	Check your finance summary in Access Adelaide (**My Finances** > **My Account**) • If you have a **credit**, please request a refund online here. • If you have **debt**, ensure that you pay prior to the payment deadline below.	
Tuesday, 17 December 2019	**Last day to use BPAY, PostBillPay or ePayment to resolve any outstanding debts that are preventing your graduation.**	
5:00pm Monday, 23 December 2019	**Anomalies Deadline:** • You should have already checked the Graduation Status letter in Access Adelaide and followed up on any details that are incorrect. • If you still have an **'Ineligible to Graduate'** letter, the deadline to resolve issues preventing your graduation is strictly **5:00pm Monday 23 December**. • If your major was incorrect have you contacted your Faculty? • If your Honours class was incorrect have you contacted your Faculty? • If your name was incorrect have you submitted a Change of Personal Details form? A request for change of name submitted after the anomalies deadline of 5:00pm Monday 23 December 2019 will incur a fee of $250 to reissue each testamur.	
By 5:00pm Thursday, 2 January 2020	**Conferral Processed** Conferral will be applied to transcripts by this date at the latest, dated 31 December 2020. Ensure you have checked your transcript is accurate in Access Adelaide before placing any Online Shop orders.	
By 5:00pm Thursday, 2 January 2020	**Digital Official Academic Transcript and Australian Higher Education Graduation Statement (AHEGS) issued via My eQuals**	

IMPORTANT INFORMATION REGARDING REPLACEMENT EXAMINATIONS AND ADDITIONAL ASSESSMENT:
If you are offered a Replacement Examination or Additional Assessment, please be aware that the release of these results is after the anomalies deadline for Semester 2 conferral. If you are in this situation are wish to be considered for Semester 2 conferral, please speak with your Faculty as soon as possible. If your results are not received by the anoamlies deadline, you will need to apply for the next conferral round, which will be Summer 2020.

You will continue to receive important emails from the Graduation Office regarding conferral of your award and graduation. You should continue to check your student email until you receive your testamur, and respond appropriately to the information provided.

Deadlines to select a Presentation Event

| 11:59pm Wednesday, 12 February 2020 | **Last day to apply to attend an April/May 2020 Graduation Ceremony**

• Have you applied to attend an April/May 2020 Graduation Ceremony? If you wish to attend, login to Access Adelaide and select the Presentation Event prior to this deadline.
• If you are not applying to attend a Graduation Ceremony in April/May, the options to receive your testamur include: In Absentia May 2020, or the September 2020 ceremonies.

Regardless of your choice, you will need to select the corresponding presentation event in your Access Adelaide account by the relevant deadline. Graduates have 12 months from conferral date to attend a Graduation Ceremony. | |

Further information is available on the Graduations website
http://www.adelaide.edu.au/student/graduations/