



## Semester 1 2019 Conferral



### IMPORTANT DEADLINES AND GRADUATION CHECKLIST

If you anticipate you will complete your program in Semester 1 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 July 2019 are eligible to apply to receive their award at the following Presentation Events:

- September 2019 Graduation Ceremonies
- In Absentia September 2019
- April/May 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
Wednesday, 22 May 2019	<b>Applications for Semester 1 2019 conferral open:</b> <ul style="list-style-type: none"> <li>• Check you have an automatic application to graduate in <a href="#">Access Adelaide</a>.</li> <li>• If you do not have an auto application, click 'apply' to add an application.</li> <li>• Select a Presentation Event to indicate how you wish to receive your award.</li> </ul>	
Friday, 21 June 2019	<b>Engineering students only: Practical experience deadline</b> <ul style="list-style-type: none"> <li>• Deadline to submit your Practical Experience documentation to be considered for Semester 1 2019 conferral.</li> </ul>	
11:59pm Sunday, 7 July 2019	<b>Applications for Semester 1 2019 conferral of award close. This is the last day for you to apply for your award to be conferred on 31 July 2019. <u>No late applications are accepted.</u></b> <ul style="list-style-type: none"> <li>• Check <a href="#">Access Adelaide</a> and ensure you have an application for conferral.</li> <li>• View/Update the conferral application ensure you have selected a Presentation Event. Check your information carefully to ensure it is correct.</li> </ul>	
5:00pm Thursday, 18 July 2019	<b>Postgraduate Research Students Only: Thesis &amp; AHEGS Abstract Deadline.</b> <ul style="list-style-type: none"> <li>• Last day to submit the final digital copy of your thesis to the Graduate Centre.</li> <li>• If you submit your thesis after this deadline you will <b>not</b> be considered for Semester 1 2019 conferral.</li> </ul>	
By 2:00pm Friday, 19 July 2019	<b>Graduation Status letters uploaded in <a href="#">Access Adelaide</a></b> <ul style="list-style-type: none"> <li>• Check that you have an 'Eligible to Graduate' letter               <ul style="list-style-type: none"> <li>○ Is your Major correct (if applicable)? If not, contact your Faculty.</li> <li>○ Is your Honours class correct (if applicable)? If not, contact your Faculty.</li> <li>○ Is your name correct (to be printed on your testamur)? If not, submit a Change of Personal Details form <b>by 5.00pm Tuesday, 30 July 2019</b>. Names changed after this deadline will not be reflected on your testamur.</li> </ul> </li> <li>• If you have a 'Not Eligible to Graduate' letter, follow the instructions in the letter to resolve the issue preventing your graduation.</li> </ul>	

**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 <a href="#">Access Adelaide</a> ( <b>My Finances &gt; My Account</b> ) <ul style="list-style-type: none"> <li>If you have a <b>credit</b>, please request a refund online <a href="#">here</a>.</li> <li>If you have <b>debt</b>, ensure that you pay prior to the payment deadline below.</li> </ul>	
Thursday, 25 July 2019	<b>Last day to use BPAY, PostBillPay or ePayment to resolve any outstanding debts that are preventing your graduation.</b>	
<b>5:00pm</b> Tuesday, 30 July 2019	<b>Anomalies Deadline:</b> <ul style="list-style-type: none"> <li>You should have already checked the Graduation Status letter in <a href="#">Access Adelaide</a> and followed up on any details that are incorrect.</li> <li>If you still have an '<b>Ineligible to Graduate</b>' letter, the deadline to resolve issues preventing your graduation is strictly <b>5:00pm Tuesday, 30 July</b>.</li> <li>If your major was incorrect have you contacted your Faculty?</li> <li>If your Honours class was incorrect have you contacted your Faculty?</li> <li>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 Tuesday, 30 July 2019 will incur a fee of \$250 to reissue each testamur.</li> </ul>	
By 5:00pm Wednesday, 31 July 2019	<b>Date of Conferral</b> Conferral will be applied to transcripts by 5:00pm. Ensure you have checked your transcript is accurate in <a href="#">Access Adelaide</a> before placing any Online Shop orders.	
By 5:00pm Wednesday, 31 July 2019	<b>Digital Official Academic Transcript and Australian Higher Education Graduation Statement (AHEGS) issued via My eEquals</b>	

### Deadlines to select a Presentation Event

11:59pm Sunday 4 August 2019	<p><b>Last day to apply to attend a September 2019 Graduation Ceremony</b></p> <ul style="list-style-type: none"> <li>Have you applied to attend a September 2019 Graduation Ceremony? If you wish to attend, login to <a href="#">Access Adelaide</a> and select the Presentation Event prior to this deadline.</li> <li>If you are not applying to attend a Graduation Ceremony in September, the options to receive your testamur include: In Absentia September 2019, or the April/May 2020 ceremonies.</li> </ul> <p>Regardless of your choice, you will need to select the corresponding presentation event in your <a href="#">Access Adelaide</a> account by the relevant deadline. Graduates have 12 months from conferral date to attend a Graduation Ceremony.</p> <p><b><u>No late applications will be accepted.</u></b></p>	
------------------------------	---	--

### IMPORTANT INFORMATION REGARDING REPLACEMENT EXAMINATIONS AND ADDITIONAL ASSESSMENT, AND WINTER SCHOOL COURSES:

If you are offered a Replacement Examination or Additional Assessment, or if you are enrolled in Winter School, please be aware that these periods are outside of the Semester 1 conferral round. If you are in this situation and wish to be considered for Semester 1 conferral, please speak with your Faculty as soon as possible.

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.

**Further information is available on the Graduations website**

**<http://www.adelaide.edu.au/student/graduations/>**