

Procedure: Rescinding and surrendering of awards

程序：撤销和放弃文凭

Purpose

目的

To outline the process through which the University rescinds Awards issued through error, or when a graduate may surrender their Award.

概述大学因误发而撤销文凭或者毕业生放弃文凭的流程。

Procedure

程序

Rescinding of Award

撤销文凭

1. The Associate Dean (Education) notifies the Registrar in writing of the need to rescind an Award and indicates which category or categories outlined in the policy the rescinding falls under.
副院长（教学）以书面通知的形式告知教务长需要撤销文凭，并且指明撤销行为的政策依据。
2. The Registrar informs the graduate of the request, and advises the graduate they have 10 working days to provide any information to be considered.
教务长将此要求通知相关毕业生，并告知毕业生他们可在 10 个工作日内提供任何信息供校方考虑。
3. The Registrar the notifies the Vice-Chancellor of the request in writing, incorporating the written request from the Associate Dean (Education), any response received from the graduate, and any further relevant information.
教务长将撤销文凭的要求书面通知校长，其中包括副院长（教学）的书面申请，从毕业生处收到的任何回应，以及任何进一步的相关信息。

4. The Vice-Chancellor considers the request. The decision of the Vice-Chancellor is final.
校长会审议该要求。校长做出的决定即是最终决定。
5. The Registrar notifies the graduate and the relevant Associate Dean (Education) of the outcome of the request in writing.
教务长将最终决定书面通知毕业生和相关的副院长（教学）。
6. If approved, the graduate's Testamur, Academic Transcript and Australian Higher Education Graduation Statement are surrendered to the Registrar. The University record is updated appropriately to reflect that the Award has not been conferred. Electronic copies of these academic statements are removed from Digitary and the graduate's name is removed from the public register of graduates.
如果撤销文凭的要求获批，则毕业生的学历证书、成绩单和澳大利亚高等教育毕业声明应交还给教务长。大学的记录要做出适当更新以反映该文凭未被授予。学术声明的电子副本将被从 Digitary 中删除，并且此毕业生的名字也将从毕业生的公共登记簿中删除。
7. If the graduate does not have possession of the Testamur, Academic Transcript or Australian Higher Education Graduation Statement, they provide evidence that satisfies the Registrar that the document/s have been lost or destroyed. This determination is at the sole discretion of the Registrar.
如果毕业生无法交还学历证书、成绩单或澳大利亚高等教育毕业声明，他们要提供能让教务长信服的证据，证明这些文件都已经丢失或者损毁。教务长对决定有单独裁量权。
8. In the case of administrative error where a graduate has met the requirements of an alternate, more specialised Award, this Award is conferred on surrender of the Testamur, Academic Transcript, and Australian Higher Education Graduation Statement for the previous Award by the graduate.
如果发生管理错误，而毕业生已经满足另一项更专业的文凭的要求，则在毕业生放弃原计划要取得的学历证书、成绩单和澳大利亚高等教育毕业声明的基础上，授予他们新的文凭。

Surrendering of Award

放弃文凭

9. A graduate can voluntarily surrender an Award by giving the Registrar:
通过向教务长提供以下信息，毕业生可以自愿放弃文凭：
 - a. written notice signed by the graduate that states that the graduate has decided to surrender the Award; and
毕业生签署的书面通知，声明该毕业生已决定放弃该文凭；以及

- b. demonstration that the Award has not been used for obtaining any advantage, for example obtaining work or admission to another qualification; and
证明毕业生未利用该文凭获取任何好处，例如获得工作或入读其他学历；以及
- c. all documents issued by the university that certify the conferral of the award that are in the possession or under the control of the graduate; and
由大学签发的证明由毕业生拥有或控制的授予文凭的所有文件；以及
- d. for any document that is not in the possession or under the control of the graduate - evidence that satisfies the Registrar that the document has been lost, defaced or destroyed.
对于不在毕业生手中或不受其控制的任何文件，提供能让教务长信服的证据，证明此文件已经丢失、损坏或损毁。

10. The Registrar informs the Vice-Chancellor who will consider the request. The decision of the Vice-Chancellor is final.

教务长通知校长，校长会审议该要求。校长做出的决定即是最终决定。

11. The Registrar notifies the graduate of the outcome of the request in writing, as well as the relevant Associate Dean (Education).

教务长将最终决定书面通知毕业生以及相关的副院长（教学）。

12. Once surrendered a former graduate is not be eligible to have the surrendered Award conferred at any future time.

一旦放弃文凭，前毕业生将失去在将来任何时间被授予所放弃文凭的机会。

13. No credit or other advantage can be obtained from a surrendered Award.

当事人将无法从放弃的文凭中获得任何学分或好处。

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