

Rescission, Revocation or Relinquishment of an Award Procedure

Section 1 - Governing Policy

(1) This Procedure is governed by the [Conferral and Graduation Policy](#).

Section 2 - Purpose

(2) This Procedure ensures that the integrity of coursework awards conferred by Australian Catholic University (ACU) is maintained and safeguarded by prescribing the process for rescission, revocation or relinquishment of an award.

Section 3 - Application

(3) This Procedure does not apply to the following matters:

- a. amendments which do not have an impact on the course nomenclature;
- b. revocation or rescission of higher degrees by research; and
- c. the revocation and relinquishment of honorary degrees.

Section 4 - Definitions

(4) Terms used in this Procedure are consistent with the [Glossary of Student and Course Terms](#). The following specific definitions also apply:

Term	Definition
Award Conferred	where an award has been formally conferred under the authority of Senate
Award Recommended	where an award has been certified by the Chair, Academic Board
Relinquishment	where an exit award is voluntarily relinquished by an ACU graduate
Rescission	where an award is cancelled due to an administrative error
Revocation	where an award is cancelled due to fraud or misinformation

Section 5 - Rescinding an Award Due to Administrative Error

(5) An award recommended, or award conferred, may be rescinded where an administrative error has been made in the process of assessing and/or communicating a student's eligibility for course completion and award conferral.

(6) If a staff member identifies that an award recommended, or an award conferred, may need to be rescinded, they

should initially consult with the Course Adviser who will investigate the matter.

(7) If the Course Adviser assesses that the award recommended, or the award conferred, should be rescinded, they must advise the Head of School or equivalent who will consult with the Coordinator, Course Completions to determine:

- a. where the administrative error has occurred;
- b. whether the student has been issued an academic transcript verifying that they have completed the award;
and
- c. whether an award has been conferred and a testamur has been issued.

(8) The rescission of an award recommended, or award conferred, and any recommendation for a new award must be ratified by the Executive Dean and certified by the Chair, Academic Board.

(9) For rescission to take effect, the Vice-Chancellor and President must:

- a. approve the rescission of any award conferred; and
- b. confer any new award recommended.

(10) In cases where rescission is required, a memorandum to the Executive Dean must be issued by:

- a. the Head of School in the case of a School or Faculty error; or
- b. the National Manager, Enrolments and Student Records in the case of a Student Administration error.

(11) The memorandum requesting rescission must:

- a. be titled either:
 - i. 'Rescission of an award recommended'; or
 - ii. 'Rescission of award conferred'.
- b. state the incorrect award to be rescinded;
- c. explain the reasons for the decision to rescind the award conferred, or award recommendation;
- d. where a new award is to be conferred, the recommendation for completion in the new award;
- e. contain a section for ratification by the Executive Dean and certification by the Chair, Academic Board:
 - i. to rescind the award recommended or the award conferred; and
 - ii. for any new award recommended.
- f. in the case of the rescission of a conferred award, contain a section for the Vice-Chancellor and President requesting:
 - i. approval for the rescission of the award conferred; and
 - ii. the administrative conferral of any new award recommended.
- g. be copied to the:
 - i. Academic Registrar; and
 - ii. National Manager, Graduations and Protocol; and
 - iii. Coordinator, Course Completions in the case of a School or Faculty error; or
 - iv. the relevant Head of School and Course Adviser in the case of a Student Administration error.

Section 6 - Revoking an Award That has Been

Awarded as a Result of Misconduct

(12) An award recommended, or award conferred, may be revoked where a determination has been made that the award has been improperly obtained on the basis of:

- a. academic misconduct under the [Student Academic Integrity and Misconduct Policy](#); or
- b. student misconduct under the [Student Conduct Policy](#).

(13) The revocation of an award recommended, or award conferred must be ratified by the Executive Dean and certified by the Chair, Academic Board.

(14) For revocation to take effect, the Vice-Chancellor and President must approve the revocation of an award conferred.

(15) To initiate the revocation of an award recommended, or an award conferred, The Academic Registrar must issue a memorandum to the Executive Dean.

(16) The memorandum requesting revocation must:

- a. be titled either:
 - i. 'Revocation of an award recommended;' or
 - ii. 'Revocation of an award conferred'
- b. state the incorrect award to be revoked;
- c. explain the decision for revoking the award recommended or award conferred; and
- d. contain a section for ratification by the Executive Dean, certification by the Chair, Academic Board, and approval by the Vice-Chancellor and President.

Section 7 - Relinquishment of an award

(17) A recipient of a conferred exit award may seek approval to relinquish an exit award in order to complete the applicable original award.

(18) Any request for relinquishment of an exit award:

- a. must be made by the recipient of the conferred exit award in writing to the Head of School;
- b. is subject to the maximum time limit for completion of the original award under the [Academic Regulations](#) and any external accreditation requirements.

(19) The relinquishment of an award must be ratified by the Executive Dean and certified by the Chair, Academic Board.

(20) For relinquishment to take effect, the Vice-Chancellor and President must approve the relinquishment of the award.

(21) To initiate the relinquishment of an award, the Head of School must issue a memorandum to the Executive Dean.

(22) The memorandum requesting relinquishment must:

- a. be titled 'Relinquishment of an award conferred';
- b. state the award to be relinquished;

- c. specify the original award the student should be readmitted to and the requirements for completion of that award;
- d. contain a section for ratification by the Executive Dean, certification by the Chair, Academic Board, and approval by the Vice-Chancellor and President; and
- e. be copied to the:
 - i. Academic Registrar;
 - ii. Associate Director, Student Administrative Services;
 - iii. Associate Director, Enrolment, Progression, Completion;
 - iv. National Manager, Graduations and Protocol;
 - v. National Manager, Direct Admissions Services; and
 - vi. Coordinator, Course Completions.

(23) Where relinquishment is approved, all original academic documents must be returned to the Coordinator, Course Completions before the student is readmitted to the original course of study.

(24) The student will be readmitted into the original course of study and when the requirements of the original award have been met, will be conferred in accordance with the [Conferral of Awards Procedure](#).

Section 8 - Action by Student Administration

(25) The Coordinator, Course Completions will:

- a. amend the student's academic record on the student management system;
- b. coordinate the return of the Testamur and any academic documents issued to the student in hard copy ([Australian Higher Education Graduation Statement \(AHEGS\)](#) and/or transcript issued prior to 2018); and
- c. instruct the National Manager, Graduations and Protocol to update the digital academic documents on [My eEquals](#) and where a new award is conferred, issue the Testamur.

(26) Where a new award is recommended following rescission, the Coordinator, Course Completions will retrospectively correct the student's academic history on the student system, backdated to the date the original award was recommended or conferred.

(27) On the advice of the Coordinator, Course Completions, the National Manager, Graduations and Protocol will:

- a. update the conferral register for the given term;
- b. make any necessary changes to the digital academic documents on [My eEquals](#); and
- c. where a new award has been conferred, issue the Testamur.

(28) Where relinquishment of an exit award is approved, the National Manager, Direct Admissions Services will readmit the student into the original award.

Section 9 - Notification of Decision

(29) Where the rescission of an award recommended or an award conferred is approved, the Coordinator, Course Completions is responsible for issuing formal notification to the student.

(30) Where the revocation of an award recommended or an award conferred is approved, the Academic Registrar is responsible for issuing formal notification to the student.

(31) Where a decision to rescind or revoke an award is approved, the University will notify the student in writing. The notification will include:

- a. the decision to rescind or revoke the award recommended or the award conferred;
- b. where relevant, that an alternative award has been recommended for conferral;
- c. the reason(s) for the decision; and
- d. a request that the student return the Testamur and any other academic documents issued in hard copy, within 10 working days of receipt of the letter.

(32) A student who has requested the relinquishment of their exit award will be notified by the Coordinator, Course Completions:

- a. of the decision;
- b. any requirements for completion of the original award; and
- c. that they are required to return the Testamur and any other academic documents issued in hard, within 10 working days of receipt of the letter.

Section 10 - Reporting

(33) All decisions made under this Procedure must be reported by the Academic Registrar to Senate.

(34) The Coordinator, Course Completions will advise the National Manager, Student Data and Government Reporting of any rescinded, relinquished or revoked award. The National Manager, Student Data and Government Reporting will then report the change to any reported conferred award to the relevant Australian Government department.

Section 11 - Record Keeping

(35) Records related to rescission, revocation or relinquishment of an Award will be maintained in accordance with the [Records and Archive Management Policy](#) and [Records Retention and Disposal Schedule](#) of the University.

Section 12 - Associated Information

(36) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

Status and Details

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Responsible Executive	Helen Murnane Academic Registrar
Responsible Manager	Helen Murnane Academic Registrar
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