THE UNIVERSITY
of ADELAIDE

Semester 1 2018 Conferral

IMPORTANT DEADLINES AND GRADUATION CHECKLIST

If you anticipate you will complete your program in Semester 1 2018, 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 2018 are eligible to apply to receive their award at the following Presentation Events:

- September 2018 Graduation Ceremonies
- In Absentia September 2018
- April/May 2018 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, 30 May 2018	**All student email notifying applications for Semester 1 2018 conferral are open:** - Check you have an auto 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 receive your award	
Monday, 2 July 2018	**All student reminder email notifying that applications close on Sunday 8 July**	
Midnight Sunday, 8 July 2018	**Applications for Semester 1 2018 conferral of award close. This is the last day for you to apply for your award to be conferred on 31 July 2018. No late applications are accepted.** - Check Access Adelaide and ensure you have an application to graduate in Semester 1 2018 - View/Update the conferral application ensure you have selected a Presentation Event. - Check your information carefully to ensure it is correct.	
5:00pm Wednesday, 18 July 2018	**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 1 2018 conferral	

By 2:00pm Friday, 20 July 2018	**Graduation Status letters uploaded in Access Adelaide**
	
	- Check that you have an '**Eligible to Graduate**' letter
	  - Is your Major correct (if applicable)? If not, contact your Faculty
	  - Is your Honours class correct (if applicable)? If not, contact your Faculty
	  - Is your name correct (to be printed on your testamur)? If not, submit a Change of Personal Details form **by 5.00pm Monday, 30 July 2018**. 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/

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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.	
Wednesday, 25 July 2018	**Last day to use BPAY, PostBillPay or ePayment to resolve any outstanding debts that are preventing your graduation.**	
5:00pm Monday, 30 July 2018	**Anomalies Deadline:** • You should have already checked the Graduation Status letter in Access Adelaide • If you still have a '**Not Eligible to Graduate**' letter the deadline to resolve issues preventing your graduation is strictly **5:00pm Monday, 30 July** • 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, 30 July 2018 will incur a fee of $250 to reissue each testamur.	
Tuesday, 31 July 2018	**Date of Conferral** Conferral will be applied to transcripts by 5pm. Ensure you have checked your transcript is accurate in Access Adelaide before placing any Online Shop orders.	

Deadlines to select a Presentation Event

Midnight Sunday 5 August 2018	**Last day to apply to attend a September 2018 Graduation Ceremony** • Have you applied to attend a September 2018 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 September, the options to receive your testamur include: In Absentia September 2018, or the April/May 2018 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. **No late applications will be accepted.**	

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 are 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/