

APPLICATION FOR AWARD 2006 – TAFE AWARDS

CERTIFICATE / DIPLOMA / ADVANCED DIPLOMA PROGRAMS

This form is required by RMIT in order for your name to be included on a graduation list. If you believe that you will complete your RMIT certificate, diploma or advanced diploma in 2006, you must submit this form in order to receive your testamur at a graduation ceremony or by mail.

Return completed form for approval to your **Student Administration Office**. Please use a black pen to complete the form.

Section 1: Award details: Certificate/Diploma/Advanced Diploma Details

*** **Full Name** of your Award:

Program code: _____

*** *Please ensure that you write down the exact full name of your award e.g. Certificate IV in Printing Technology. Incomplete information will delay the processing of your application.*

Completion date: Semester 1 Semester 2 Year

Is this award an: Intermediate Award Final Award

Section 2: Personal Details

Family Name: _____ Given Name: _____

Please note that the name recorded on your testamur will appear as it is recorded on the RMIT student database. Please detail the order you would like it to appear in, i.e. first name, middle name, family name etc.

Order of testamur name: _____

Student Number:

Mailing Address: _____

*** If your mailing address is different from your details on the system please complete a "Change of Personal Information Form" and lodge it with your student administration office.*

Telephone Number: _____

Section 3: Graduation Options (see attached notes 7 and 8) - please only tick one option.**NB: All certificate (I – IV) awards are conferred *in absentia*.** I wish to graduate *in absentia* (i.e. not attend a graduation ceremony). I wish to graduate at the ceremony in Melbourne on 13th December, 2006.I wish to graduate at an overseas ceremony* (held in August/September each year):
You need to apply by 30th June 2006 if choosing to attend an overseas ceremony). Singapore 2006 Kuala Lumpur 2006 Hong Kong 2006 Vietnam 2006* To participate in an overseas ceremony in 2006, you must:

1. Return this form by **30th June 2006** and;
2. Have completed your award by semester 1 2006 or earlier.

Section 4: Subject Details

Please indicate in the appropriate boxes if subjects for the diploma/advanced diploma you are applying for were studied:

 At RMIT University prior to 1983 At RMIT University as part of another program/course

Have you recently applied for recognition of prior learning?

If so, please give date of application.

_____ *(insert date)***In each case it is your responsibility to ensure that evidence of subject completion or transfers has been submitted to your teaching department. Failure to have supplied this information may result in this application form being returned to you.**

Applicant's signature _____ Date _____

THIS SECTION FOR UNIVERSITY USE ONLY

Academic record checked:

Signature: _____ Date: _____

CERTIFICATION OF ELIGIBILITY FOR AWARD

This certification must be signed by the Head of Department or duly authorised nominee.

I certify that the applicant has fulfilled the requirements for the award shown above.

Name: _____ Position Title: _____

Signature: _____ Date: _____

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Notes for Graduating Students

1. If you believe you are eligible to graduate you are responsible for advising the University by submitting an 'Application for Award' form when you have completed your program of study. Your name cannot be included on a graduation list until this form is submitted and approved. If you do not wish to attend a graduation ceremony you must still submit an 'Application for Award' form so that you can receive your testamur.
2. When completing this form please make sure your name is printed exactly as it appears on RMIT documentation. To accommodate cultural differences, RMIT will facilitate a different order of your name. Please detail the order you would like it to appear in, i.e. first name, middle name, family name etc.
3. Any outstanding debts owed to the University must be paid in full prior to the release of your testamur.
4. If you are enrolled in programs/courses that require **Industrial Experience** you should submit a letter from your employer giving evidence to the attainment of the required industrial experience. This letter should be attached to the 'Application for Award' form.
5. It is important that students wishing to graduate ensure that applications for Recognition of Prior Learning (RPL) are submitted early in the anticipated year of graduation. Results of RPL applications will need to be entered on the Statements of Results prior to the first day of the month in which the award is conferred.
6. The date on the certificate will be the date that the award is conferred. For graduates attending a ceremony this will be the date of the ceremony. For graduates receiving their award *in absentia* (i.e. not attend a ceremony) the date will be the last working day of the month in which the award is conferred. Certificates cannot be issued prior to the date that the award is conferred.
7. To ensure that you receive notification of ceremonies, tickets, certificates, etc., it is important that you advise your student administration office of any change of address that occurs after you lodge this form. You will need to complete a "Change of Information Form" <http://www.rmit.edu.au/student-records/studentforms> and lodge it at your student administration office.
8. RMIT graduation ceremonies are normally held in Melbourne in December, and in Vietnam, Kuala Lumpur, Singapore and Hong Kong, in September. You should indicate in the appropriate section on the 'Application for Award' form the location at which you wish to have your award conferred.
9. If you choose to have your award conferred *in absentia* (i.e. not attend a ceremony), your testamur will be forwarded to you in a mailing tube by registered mail as soon as possible after the approval process has been completed. All Certificate (I-IV) awards are conferred *in absentia*.
10. Enquiries regarding completion of your program of study should be directed to your School Student Administration Office.
11. Your completed form should be returned to your Student Administration Office.