

Revocation, Rescission or Relinquishment of an Award Procedure

Section 1 - Purpose

(1) This Procedure specifies the requirements for the revocation, rescission or relinquishment of Awards conferred by the University.

Scope

(2) This Procedure applies to all staff and students at all campuses and locations of the University. It applies to the issuing of Awards for students who have completed a course or program that leads to the award of an AQF qualification, or partial completion of an AQF qualification (Levels 5 to 10).

(3) This Procedure does not cover issuing of documentation relating to non-AQF awards.

Section 2 - Policy

(4) Refer to the [Academic Statements Policy](#).

Section 3 - Procedures

(5) Where an Award has been conferred but it is subsequently determined that the requirements of the Award were not completed in accordance with the [General Coursework Rule](#) or [Graduate Research Rule](#) and/or any applicable University policy and procedure, the University will Rescind the Award.

(6) If the University believes that an Award has been conferred by reason of breaches of academic integrity such as fraud, dishonesty, plagiarism, fabrication, ghost writing and other forms of contract cheating or administrative error, then the University will conduct an investigation in accordance with the [Student Conduct Procedure](#) to establish whether there is a case for revocation of the Award.

(7) A Graduate may voluntarily request the relinquishment of an Award without the need to provide a reason for the request.

Responsibilities

(8) The Registrar will:

- a. co-ordinate investigations into all matters relating to the revocation, rescission or relinquishment of an Award;
- b. present findings and recommendations relating to the revocation, rescission or relinquishment of an Award to the Vice-Chancellor for consideration; and
- c. ensure the implementation of the Vice-Chancellor's decision to Revoke, Rescind or relinquish an Award.

(9) The Director, Student Integrity and Compliance will:

- a. compile summary reports on investigations, findings, and recommendations relating to the revocation, rescission or relinquishment of an award for consideration by the Vice-Chancellor; and
- b. co-ordinate administrative support for the revocation, rescission or relinquishment of an Award as directed by the Registrar.

(10) The Manager, Orientation and Graduations will:

- a. confirm student details regarding:
 - i. Student name;
 - ii. Student ID;
 - iii. Course name;
 - iv. Course code;
 - v. Conferral date; and
 - vi. Completion date;
- b. determine the Award status and if it has been issued / collected by student;
- c. liaise with the Director, Student Integrity and Compliance and Manager, Student Lifecycle concerning any notification to be provided to the student if the student has already received communication regarding their qualification for the Award;
- d. add an appropriate flag / semaphore within the University's approved student management system to prevent the student from obtaining official documents during any investigation period; and
- e. where the revocation, rescission or relinquishment of an Award has been approved:
 - i. ensure that the student's graduation details are removed from the:
 - Graduation program;
 - Graduate Register; and
 - Academic Award register;
 - ii. update the student management system;
 - iii. oversee the destruction of the original physical Testamur in accordance with the University's approved records disposal process;
 - iv. provide any updated Academic Transcripts and Awards to the student if required; and
 - v. update records and associated systems relating to the revocation, rescission or relinquishment of an Award, including My eQuals.

(11) The Director, Student Integrity and Compliance will:

- a. notify the student of any investigation into the possible revocation or rescission of an Award. The student must be provided with twenty (20) working days to respond to the notification and must be advised of the appeals process;
- b. communicate with the student regarding an approved decision to Revoke, Rescind or relinquish an Award;
- c. liaise with the relevant faculty to provide the student with referral information for academic advice to assist the student to complete the Award in a timely fashion if the Award was issued by administrative error; and
- d. request the student return the Testamur, Academic Transcript and Australian Higher Education Graduation Statement (AHEGS) where issued, within ten (10) working days of receipt of a letter confirming the revocation, rescission or relinquishment of an Award.

(12) The student will:

- a. provide information to the University regarding the attainment of the Award as required;

- b. return the Award should the Award be revoked, rescinded or relinquished; and
- c. respond to the notice of revocation or rescission of the Award, including any intention to appeal the decision within twenty (20) working days by completing the steps specified in the [Academic Appeals Procedure](#).

(13) If a revoked, rescinded or relinquished award has already been reported to the relevant Australian Government department as a conferred award, the Manager, Student Lifecycle must report the change to the Australian Government department.

(14) The Faculty Executive Dean (or nominee) will assist the Registrar with investigations, findings and recommendations relating to any request to Revoke, Rescind or relinquish an Award.

Authority

(15) The Vice-Chancellor reserves the right to Revoke or Rescind an Award that has been conferred if it is determined that:

- a. the Award was conferred because of fraud, dishonesty, plagiarism, fabrication, ghost writing and other forms of contract cheating or administrative error (Revoke); or
- b. all necessary requirements for the Award were not completed (Rescind).

(16) The decision of the Vice-Chancellor will be notified to the Registrar by the Office of the Vice-Chancellor.

Section 4 - Guidelines

(17) Nil.

Section 5 - Definitions

(18) The following definitions apply for the purpose of this Policy:

- a. Academic Transcript means the official, complete, and certified version of a student's academic achievements. See the [Academic Statements Schedule](#) for further details concerning prescribed format and wording.
- b. Award means the qualification resulting from the satisfactory completion of a specific course of study that aligns with a level of the AQF. Also known as qualification or Degree. Awards include undergraduate and honours Degrees, postgraduate coursework and research courses of study, certificates and diplomas, graduate certificates and diplomas, at all campuses and locations of the University.
- c. Degree means the major qualification awarded by the University. It is awarded either for successful work at either the undergraduate Bachelor Degree level, or Postgraduate Degree (including HDR) level, or as an honorary recognition (Honorary Degree) of achievement.
- d. Graduate means a person who is the recipient of an Award conferred by Macquarie University.
- e. Rescind is applicable when it is subsequently learned that the Graduate has not met all of the requirements of the Award.
- f. Revoke is applicable when it is subsequently learned that the Graduate had engaged in academic misconduct during their studies (e.g. contract cheating); or there was an administrative error made in conferring the Award.

Status and Details

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Responsible Executive	Rorden Wilkinson Deputy Vice-Chancellor (Academic)
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