

# Completing your course

## information for domestic and international students

### Before you complete your course

Check your

- ✓ eligibility to graduate at [www.studentservices.edu.au/grad/ceremonies](http://www.studentservices.edu.au/grad/ceremonies)
- ✓ completion date and mailing address on QUT Virtual

### When you complete your course

#### OFFICIAL ACADEMIC TRANSCRIPTS

##### As soon as results are released (FEE FOR SERVICE)

If you require a copy of your Official Academic Transcript fairly quickly after results are released **consider submitting an 'RR' form** (available from the website [www.studentservices.qut.edu.au/pdfs/forms/rr\\_frm.pdf](http://www.studentservices.qut.edu.au/pdfs/forms/rr_frm.pdf) or any Student Centre) at least ten working days prior to release of results.

- Remember to tick the box 'after release of results' so that your final semester results are included on your transcript.
- Cost = \$10.00 per record
- Requests are processed as soon as possible after results are released but can take up to 10 working days.
- Requests are processed in the order they are received. We realise that all students are anxious to receive their official academic transcripts as soon as possible but PLEASE DO NOT request urgent processing.
- Transcripts are produced on Kelvin Grove campus therefore choosing to collect your transcript from the Kelvin Grove Student Centre means your transcript is available sooner.

##### Complimentary (FREE)

Complimentary transcripts are:

- Issued after you successfully complete your course.
- Produced in batches according to school (therefore individual transcripts cannot be produced).
- Mailed to your QUT Virtual mailing address within 2-3 weeks of your completion date - records cannot be collected from Student Centres due to the large amount of processing being undertaken at this time.

#### GRADUATION CEREMONIES

##### Dates

- Ceremonies are usually held in February, April/May and September/October each year.
- Tentative dates are posted on the Student Services website as soon as they become available: [www.studentservices.qut.edu.au/grad/ceremonies/dates.jsp](http://www.studentservices.qut.edu.au/grad/ceremonies/dates.jsp). (If you have previously visited this weblink, you may need to use the 'Refresh' button on your web browser to view updates.)
- Detailed timetables are posted on the Student Services website at: [www.studentservices.qut.edu.au/grad/ceremonies/timetable/](http://www.studentservices.qut.edu.au/grad/ceremonies/timetable/) (If you have previously visited this weblink, you may need to use the 'Refresh' button on your web browser to view updates.)

**If you do not attend a ceremony your parchment will be posted within 4 weeks of the completion of all local ceremonies.**

##### Registration system

- Students who fulfil all the conditions for eligibility to graduate will be automatically allocated to graduation ceremonies approximately six weeks prior to each round of ceremonies.
- When this happens, you can view graduation ceremony details and register to attend, graduate in absentia or defer to a later graduation ceremony via the on-line graduation registration system in QUT Virtual by selecting the 'View ceremonies menu' and following the registration instructions.
- Check your QUT email account on a regular basis for updates.