



HDR Students: Frequently Asked Questions

I'm a Higher Degree Research (HDR) student, completing a PhD, PhD integrated or a Masters by Research/Master of Philosophy, do I need to apply to graduate?

Yes, this will allow us to confer your degree and place you in the correct Ceremony. Please note that you will still need to apply to graduate if you choose not to attend a graduation ceremony in order to receive your official academic documents.

To apply to graduate please log in to SOLs, click on 'Apply to Graduate' and fill out and submit your application.

Note: If you have completed a Graduate Certificate with your PhD please make sure to apply for this as well.

The screenshot displays the 'MY SOLS' dashboard. The left-hand navigation menu includes options such as 'Expand All', 'SOLS Home', 'Current Session', 'eLearning', 'eLearning Details', 'Assignment Results', 'SOLSMail History', 'Academic Consideration', 'Textbook Information', 'Supplementary Assessment', 'Student Forms', 'Enrolment', 'Timetable', 'Fees', 'Personal Details and Consent', 'Graduation', 'Graduation Application' (highlighted), 'Graduation Confirmation & Eligibility', and 'SOLS Vote and Comments'. The main dashboard area features five service tiles: 'eLearning', 'Assignment Results', 'SOLSMail History', 'Tutorial Enrolment', and 'Enrolment Record'. Below these tiles are two buttons: 'SOLSMail' and 'Provisionals'. A blue message banner at the bottom of the dashboard reads: 'Messages less than 7 days old remain on the SOLS Home page for you to read when it's convenient. SOLSMail not read within 7 days appear when you login and must be read before you can access SOLS'.

For further information regarding applying to graduate please see the following link:
<https://www.uow.edu.au/student/sols-help/menu/UOW197260.html>

I'm near to submitting my thesis. Can I apply to graduate?

Yes, you can apply to graduate. However, it should be noted that it normally takes from 3-6 months from the date the thesis is sent out for examination to receiving the resolution from the Thesis Examination Committee. We recommend that you wait until you have submitted your thesis before applying to graduate.

I have submitted my thesis. Can I apply to graduate?

Yes, you can apply to graduate. However, it should be noted that it normally takes from 3-6 months from the date the thesis is sent out for examination to receiving the resolution from the Thesis Examination Committee. To find out when applications open/close, and for the deadline of submitting final documents, please see our [Key Dates Page](#).

After applying to graduate what happens if I am not eligible?

Please see our [Key Dates](#) page for the date your eligibility is available in SOLS. If you are not eligible to graduate in this round you will need to apply to graduate in the next round. Apply in April for July/Oct-Nov Graduations and September for Dec/April graduations. The exact dates can be found within the Key Dates page on the [Graduation and Beyond](#) website.

If I am graduating in a October-November or April Ceremony do I have more time to wait for my eligibility and apply?

No, if you do not apply within the days the 'Application to Graduate' is open we cannot guarantee you a place within a ceremony.

What do I do on the day?

You should arrive at the University at least one hour and fifteen minutes before the commencement of the ceremony. If you arrive late, you may not be allowed to attend the ceremony and your fee will not be refunded.

Registration and gown collection will be in Building 11 upstairs in the Student Space. The ceremony is in the University Hall.

How do I Register and pick up my Guest tickets? When do I pick up my Academic dress?

At the registration desk you will:

1. Present your student card
2. Receive your Program booklet marked with your name and reserved seat number (you will need this to enter the Hall)
3. Receive your guest tickets (each graduate is allocated up to 3 guest tickets)
4. Get dressed in your hired academic dress

When is Registration Open?

- For the morning ceremony commencing at 9:45am, the registration desk is open from 8:00am until 9:00am
- For the afternoon ceremony commencing at 2:30 pm, the registration desk is open from 1:00pm until 1:45pm.

Can I graduate in another Ceremony round?

In 2015 a new Graduation Model was implemented and students cannot graduate in a ceremony outside of their own faculty.

When will I receive my official documents?

Hardcopy documents will be sent out via courier, and you should expect to receive them at the end of August (for July conferrals), or at the end of January 2019 (for December conferrals).

From December 2018, students graduating onshore will also receive digital academic documents, which will be issued via My eEquals. You should expect to receive your digital documents by 21 December 2018.

What is My eEquals?

From December 2018, UOW will be issuing digital academic documents to students graduating onshore through My eEquals, a secure digital platform that allows universities to host and authenticate digital documents, and students to access and share those documents with third parties.

UOW is one of 47 universities across Australia and New Zealand making the move to issuing digital academic documents via My eEquals. This represents a significant sector-wide change, with many other universities in Australia and New Zealand already using the system to deliver digital documents to their students.

Which documents will be issued digitally?

Through My eEquals UOW will digitally issue transcripts, testamurs, Australian Higher Education Graduation Statements (AHEGS) as well as UOWx Awards/UOWx Records (where relevant).

How do I get my digital documents?

The process is simple:-

- Apply to graduate as per the instructions listed above
- You must apply to graduate in order to receive your official academic documents (even if you don't plan to attend a ceremony)
- In your graduation application, you'll be asked to nominate the email address to which your digital academic documents will be linked to. This email address will be used to send you notifications (from [no-reply@myequals.uow.edu.au](mailto:reply@myequals.uow.edu.au)) once your digital documents have been issued. It will also be the registering/login email for your My eEquals account.
- If you don't nominate an email address, your UOWMail account will become the default email for your My eEquals notifications and registration/login.

What does a PhD gown look like?

The UOW PhD gown consists of a Blue gown with red facing and red cuffs, a blue hood with red lining, black bonnet with a red tassel.

DOCTOR OF PHILOSOPHY (PHD)



What does a Masters by Research gown look like?

The UOW Masters by Research gown consists of a Blue Masters gown (half closed sleeves), a blue hood with silver lining and a red trim, blue tasselled trencher.

MASTER'S DEGREE (RESEARCH)



For further information on Graduation please visit our website at: www.uow.edu.au/student/graduation