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| **Student Directorate** |
| **Subject:** | **Revocation and Reissue of Award: result of administrative error**  |
| **To:** | Mr Leon Kerr, Student Registrar |
| **From:** | *Executive Dean/CE TAFE* |
| **Cc:** | Sharon Austin – Senior Manager, Registrar Services |
| **Date:** |  |

Dear Leon,

I am writing to seek your due consideration in reaching an initial determination, as outlined in the [Revocation of Awards Procedure](https://policy.federation.edu.au/learning_and_teaching/academic_awards/revocationofawards/ch01.php) and consistent with [University](https://federation.edu.au/__data/assets/pdf_file/0009/44991/s5_8revocation_awards.pdf) Awards Guidelines (federation.edu.au) regarding the following Federation University Australia student:

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| Student ID |  |  |
| Student Name |  |  |
| Course Code |  |  |
| Course Name |  |  |
| Completion Date |  |  |
| Conferral Date |  |  |
| Council List ID |  |  |
| Award Number |  |  |

### Background

Explain what happened to get to this point

* How did we hear about this?
* Explain what happened to get to this point
* System/s
* Are there subjects to still be completed? What? When?
* What has been done to ensure this doesn’t happen again?
* Is the student aware of the pending revocation?
* Where is the physical certificate?

### Recommendation

It is my recommendation that consideration be given to revoking the current conferred award/s for the above student/s in this course and reissuing the new award/s to reflect the correct course/completion date/student name/student number/conferral date/award number.

Thank you for your due consideration and please do not hesitate to contact me should you require further information.

Yours sincerely

**Name**

Title

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| **Outcome of Determination** |
| [ ]  **Recommendation Endorsed*** *Matter referred with supporting evidence to the Academic Board for investigation/examination for revocation and reissue*
 | [ ]  **Recommendation Rejected*** *Further information required*
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| Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Mr Leon Kerr,** Student Registrar  |

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| **Academic Board Approval to Reissue** |
| [ ]  **Approved*** *Commence process to revoke and reissue award*
 | [ ]  **Rejected*** *Further information required*
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| Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Professor Bernadine Van Gramberg,** Chair, Academic Board |