



## Graduation information for PhD candidates

### Applying to graduate

After you have completed all the requirements for the award of your PhD and lodged your thesis in the library, you will receive an email from the Graduation Office with instructions for making an online application for graduation. Whether you choose to attend a graduation ceremony or not, once your application is submitted and approved, your qualification will be granted at the next meeting of the University Council. You do not need to attend this meeting. You will be issued with a digital version of your PhD certificate via the [myeQuals portal](#) within one week of your qualification being granted.

### Presentation options

You may choose to have your qualification certificate formally presented to you at a graduation ceremony. Alternatively, you can collect it from the University's Kelburn campus or receive it by post. If you choose to attend a graduation ceremony, you will be formally presented with your qualification certificate then. To attend a graduation ceremony, your application must be submitted by:

- **1 March** (for a May graduation ceremony), or
- **1 October** (for a December graduation ceremony)

The examination outcome may mean that you have revisions to make to your thesis (sometimes taking up to six months) before your thesis can be deposited in the University Library. Unfortunately, we cannot set a date for your oral exam that will guarantee you will meet the graduation deadlines. If you are close to the deadline for depositing the final version of your thesis in the Library, remember to communicate with your internal examiner about this and the time they will require to review and approve your corrections. Please cc [fgr-exams@vuw.ac.nz](mailto:fgr-exams@vuw.ac.nz) into your correspondence with your internal examiner to keep the exams team updated on your progress.

### Important

Please carefully read the information you receive from the Graduation Office about graduating. It is your responsibility to ensure that you apply in time and complete all requirements, including submitting a thesis abstract if you choose to attend a graduation ceremony. Please refer to the Graduation Office's [webpages](#) for more information.

If your contact details change, you are responsible for updating them in Student Records as the Graduation Office will contact you via the current information held on your student record.

We do not recommend making any non-refundable travel arrangements or bookings until you have received the final confirmation of attendance at a graduation ceremony from the Graduation Office.