

## GRADUATION AND CONFERRAL POLICY

### **PURPOSE**

This document articulates the requirements and responsibilities for the conferral of awards, graduation ceremonies and the documentation of student results for CG Spectrum Institute's (CGSI) accredited higher education courses. The policy outlines the policy for provision of replacement certification documents, and how CGSI prevents fraudulent reproduction.

### **SCOPE**

This policy applies to authorised certification documentation issued by CGSI, and all students enrolled in, or who have fulfilled the requirements for, CGSI's accredited higher education courses.

### **DEFINITIONS**

**An Award** means a qualification accredited by the Tertiary Education Quality and Standards Agency according to the Australian Higher Education Standards Framework and the Australian Qualifications Framework, which is conferred on a student who has fulfilled the requirements of the course leading to the award.

**Completion** means a student has fulfilled all requirements of an CGSI accredited higher education course and is entitled to have the award conferred.

**Completion Date** means the date on which a student has fulfilled all requirements of the course.

**Conferral** means the formal decision by the Board of Directors to confer an award on a graduand.

**Conferral date** means the date of the decision to confer an award.

**A Graduand** means a student whose completion of a CGSI accredited higher education course has been confirmed, and the award has not yet been conferred.

**A Graduate** means a student who has had an award conferred on the basis of course completion.

**Graduation** means the moment when an award is conferred on a graduand.

**Statement of Academic Completion** means a statement, authorised by the Academic Dean, that a student has completed all requirements of a CGSI accredited higher education course.

**Statement of Attainment** means a statement, authorised by the Academic Dean, issued for partial completion or completion CGSI course. It includes details of units of study enrolled in and awarded grades, and any advanced standing and academic credit given in CGSI's accredited higher education courses.

**Record of Results** means the certification document awarded to students who have fulfilled all requirements for their enrolled course, which lists units of study completed and awarded grades, and any advanced standing and academic credit given in CGSI's accredited higher education courses.

**Testamur** means the certification document signed by the Chair of the Board of Directors, awarded on fulfilment of all requirements for the enrolled course, stating that an award has been conferred on a graduate, and listing the student's name and the full course title.

## **RESPONSIBILITIES**

The **CEO** is responsible for:

- the implementation and compliance monitoring of this procedure;
- recommending to the Academic Board that the students be awarded their qualification;
- maintaining the conferral and graduation process.

The **Academic Dean** is responsible for:

- issuing Statements of Academic Completion;
- issuing Statements of Attainment;
- verifying that students have satisfactorily completed all course and institutional requirements to the CEO.

As documented in CGSI's Delegation of Authorities Schedule:

**The Academic Board** is responsible for confirming the list of graduands and referring this to the Board of Directors for approval and final ratification.

The **Board of Directors** is responsible for approving graduating students and issuing authorised award certification documentation which is compliant with the AQF Qualifications Issuance Policy, Standard 1.5 of the TEQSA Higher Education Standards Framework, and the related procedure.

## **POLICY**

### **1. Conferral of Awards**

1.1 Subject to confirmation of completion of their enrolled courses, students may elect to graduate at a ceremony or in absentia.

1.2 In the case that a student has died or become subject to an ongoing disability without completing all course requirements, but has completed a substantial proportion of the requirements, the Academic Board may recommend to the Board of Directors that the student has satisfied course requirements in aegrotat. The testamur shall include the words "in aegrotat" following the award title.

1.3 Award conferral is public information. CGSI may publish graduates' names and awards conferred, and their conferral dates.

1.4 Award certification documentation, namely the testamur and record of results, will be issued on paper bearing a watermark and/or embossing to protect against fraudulent reproduction and use.

### **2. Graduation**

2.1 A student may not graduate more than once with the same award.

2.2 A graduand may be declined permission to graduate in person or in absentia where:

- a. the student is the subject of an allegation of misconduct and her/his completion is dependent on the outcome of a hearing into the allegation that has not yet been completed, and/or

- b. a disciplinary hearing has determined that the student be denied the right to have the award conferred or to attend a ceremony as a result of a proven case of misconduct by the student.

2.3 CGSI may decline a graduand permission to graduate in person if there are reasonable grounds for believing that the graduand's presence at the ceremony would constitute a risk to the safety of any person.

### 3. Withdrawal or Revocation of Awards

3.1 To ensure the integrity of CGSI's awards and academic records, awards may be withdrawn if it is found that they have been issued in error

3.2 The Academic Board will advise the Board of Directors of instances where the Academic Board finds that an Award has been issued in error and needs to be withdrawn. In such cases, the Board of Directors will confirm withdrawal of the Award. The Academic Dean will advise the student accordingly.

### 4. Replacement Certification Documents

4.1 Testamurs may be replaced on a fee for service basis when:

- a. The original testamur is available but is damaged.
- b. The graduate provides a statutory declaration that the testamur is not available, and provides proof of her/his identity.

### **RELATED**

Student Progression Exclusion and Graduation Policy  
 Student Progression Exclusion and Graduation Procedure  
 Graduation and Conferral Procedure  
 Student Assessment Policy  
 Student Assessment Procedure  
 Quality Assurance Framework

### **Version Control**

<b>Document:</b> Graduation and Conferral Policy		
<b>Approved by:</b> Academic Board		<b>Date:</b> 24 February 2020
<b>Version:</b> V2.0	<b>Previous Version:</b> V2.0	<b>Next Review:</b> 2023
V2.0	Minor updates and logo added	