



## GRADUATION AND CONFERRAL Policy

### DEFINITIONS

Terms in this document, for which definitions are not provided in the text or may not be self-evident or for which usage at ACC may differ to that in other higher education institutions are as follows:

**Accredited awards:** A course (or program) of study that has been formally accredited by TEQSA (the Tertiary Education Quality and Standards Agency).

**Australian Higher Education Graduation Statement (AHEGS):** A document provided to graduates, in addition to a Testamur (certificate of attainment for a degree) The AHEGS provides information about the qualification that has been awarded to the graduate, including: the course of study that has been undertaken by the graduate (i.e. course plans and unit results); detail of the graduate's academic achievements (including Grade Point Average and any prizes, medals or awards received; information about the institution conferring the award; and additional details about the Australian Higher Education System.

An AHEGS is intended to aid graduates by describing their qualification in plain terms, which can be translated into applications for employment or further studies in Australia or overseas. Graduates who have completed double degrees will receive two separate AHEGS (an AHEGS for each award received).

**EFTSL:** Equivalent full-time student load. The EFTSL undertaken by a regular full-time student in a year is 1.

**Graduand:** A student who has completed their award and been deemed eligible to graduate.

**Graduate:** A student who has had their award conferred on them by the College.

**Graduation in absentia:** A degree is conferred on a student without their presence at a graduation ceremony.

**Letter of Completion:** The College's official document stating that a student has met all requirements to graduate from a course of study.

**Student:** An individual person who is formally enrolled to study at the College and is assigned a unique student identification number.

**Testamur:** The certificate granted to graduating students provided as documentary evidence of their successful completion of the course.

### PURPOSE

The following policy sets out the graduation requirements and conferral of award eligibility for the ACC Chiropractic degree program and other accredited awards.

### SCOPE

This document applies to all Staff and Students registered and enrolled at the ACC.



## POLICY STATEMENT

### 1. Student Requirements

Final Year students must meet the following requirements in order to be deemed a graduand and therefore to be eligible to have conferred upon them the relevant award from the ACC.

- Successfully complete all the award program requirements including prerequisite studies.
- Meet all program clinical requirements.
- Have no outstanding financial or library obligations.

The Academic Dean in consultation with the Academic Services Manager will be responsible for determining each student's successful completion of program requirements and their eligibility to graduate and advising all students who meet eligibility criteria of graduation arrangements.

### 3. Graduand Responsibilities

Graduands will be responsible for the following:

- ensuring personal data held by the ACC administration (name, address, contact details) are correct;
- knowledge of Graduation ceremony dates, times and locations;
- costs associated with graduation, hire of graduate attire, photography; and
- costs of associated for duplicate or replacement Certificates, Transcripts or Testamurs.

### 4. Conferral of Awards

The Board of Directors is responsible for the conferral of all ACC higher education awards and qualifications, following recommendation from the Academic Board of students who are eligible to graduate.

At the graduation ceremony, the Chair of the Board of Directors (or the Board-nominated authority) will confer on graduands the awards for which they have qualified.

Students eligible to graduate may choose to graduate in absentia. Students who elect to graduate in absentia are not permitted to participate in any future ceremony for that award.

### 5. Testamurs and Australian Higher Education Graduation Statement (including Record of Results)

#### Testamurs

Following approval by the Board of Directors of the conferral of the award on students who are recommended by the Academic Board, an individual Testamur and an Australian Higher Education Graduation Statement (AHEGS) will be produced and provided to the graduands at the graduation ceremony.

Should a graduand not attend the graduation ceremony, Testamurs and AHEGS will be mailed to the address provided by the graduate.

Each graduate will receive one copy of the Testamur that clearly indicates that the award is issued by ACC; is awarded to the individual graduate concerned; the full name of the qualification awarded including any majors; the date the award was issued; and the signature and name of the President and the Chair of Board of Directors, authorised to issue the award.



## AHEGS

Each graduate will, in addition to their Testamur, receive an AHEGS, which provides information about the qualification that has been awarded to the graduate, including: the course of study that has been undertaken by the graduate; detail of the graduate's academic achievements (including Grade Point Average); information about the institution conferring the award; and additional details about the Australian Higher Education System.

Within the AHEGS each graduate will receive a Record of Results which includes the following:

- The full name of each course completed;
- Each subject undertaken and completed;
- The weighting of each subject;
- The grades awarded for each subject;
- The grading system;
- When the subjects were undertaken and completed;
- If credit was granted; and,
- If applicable, a definition of a major.

## **6. Special Awards**

The College may choose to acknowledge graduands' academic excellence as part of a graduation ceremony by way of one or more special awards. The Academic Board will, on the recommendation of the Academic Dean, decide if a special award will be given, the nature of the special award, and the mechanism for choosing the recipient.

## **7. Quality Assurance**

ACC is committed to protecting the integrity of all ACC's higher education awards, and as such all official Testamurs and AHEGS will clearly identify the qualification as an ACC qualification and include anti-fraud features.

All formal certification awarded by the College including Testamurs and AHEGS are official documents and as such only one copy of the document can be made available at any one time. Should a certificate become lost or damaged and need replacement the graduate will be responsible to complete a request for replacement form as well as file a notarised statutory declaration.

Should the replacement of formal certification be requested due to damage, the graduate is responsible for providing the damaged formal certification to the College along with the replacement request form.

## **IMPLEMENTATION AND MONITORING**

The College President is responsible for the implementation and monitoring of this Operational Policy.



## VERSION CONTROL

<b>Document:</b> A008 Graduation and Conferral Procedures		
<b>Responsible Officer:</b> President/CEO		
<b>Initially Approved by:</b> Board of Directors		<b>Date:</b> 18 October 2018
<b>Reviewed and endorsed by:</b> Academic Board		<b>Date:</b> 29 September 2021
<b>Reviewed and approved by:</b> Board of Directors		<b>Date:</b> 12 October 2021
<b>Version:</b> V2.1	<b>Replaces Version(s):</b> V2.0	<b>Next Review:</b> October 2024
<b>Nature of Change</b>		