



CONFERRAL AND GRADUATION

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:

Academic Transcript: The record of results for a student that includes:

- the full name of the program;
- the units undertaken, when they were undertaken and when they were completed;
- credit granted through academic credit and or the Recognition of Prior Learning;
- the weighting of units in the program;
- the grades awarded for each unit of study undertaken; and
- an explanation of the grading system.

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

Academic Credit: Award of credit for previous formal studies which are considered 'equivalent in the academic level of content, the hours of study required and the learning outcomes' to those of a particular subject in the ACC degree program. Without having to enrol in that ACC subject, the student will be awarded the credit points associated with that subject towards completion of their Chiropractic degree program.

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.

Program: ACC TEQSA accredited courses of study.

Recognition of Prior Learning: Recognition of prior learning (RPL): (as defined in the Australian Qualifications Framework) An assessment process that involves assessment of an individual's relevant **prior learning** (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for academic credit.

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 program. Graduates who have completed more than one award will receive a Testamur for each award completed.

PURPOSE

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

SCOPE

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

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.

- Successfully complete all award program requirements.
- Meet all program clinical requirements, where applicable.
- Have no outstanding financial or library obligations.

The General Manager is responsible to determine the proposed eligible Graduands for a program at the conclusion of each study period. The General Manager is required to confirm that each proposed eligible Graduand has no outstanding financial or library obligations. The Academic Dean is responsible to review the proposed eligible Graduands and confirm that each has successfully completed all award program requirements and where applicable met all program requirements.

The Academic Dean is responsible to present the proposed eligible Graduand list to the Academic Board for endorsement of the eligible Graduands and recommendation to the Board of Directors for conferral of the relevant award.

The General Manager is responsible to inform individuals that they are an eligible Graduand.

The Marketing and Student Engagement is responsible to arrange the Graduation and invite eligible Graduands and their guests, staff, members of governance Boards and Committees and special guests.

3. Graduand/Graduate Responsibilities

Graduands/Graduates will be responsible for the following:

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

4. Conferral of Awards

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

At the graduation ceremony, the Chair of the Board of Directors will confer on Graduands the awards for which they have qualified.

In the absence of the Chair, the Board will nominate an appropriate authority to confer awards.

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 Academic Transcripts

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 Academic Transcript are produced and provided to the graduands at the graduation ceremony.

Should a graduand not attend the graduation ceremony, Testamurs and Academic Transcripts 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 the College; that the award 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.

Academic Transcript

Each graduate will, in addition to their Testamur, receive an Academic Transcript, which provides information about the qualification that has been awarded to the graduate, including: the program of study that has been undertaken by the graduate; detail of the graduate's academic achievements (including Grade Point Average) and information about the College as the registered institute of education conferring the award.

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

- The full name of each program completed;
- Each unit undertaken and completed;
- The weighting of each unit;
- The grades awarded for each unit;
- The grading system;
- When the units were undertaken and completed;
- If academic credit and/ or RPL was granted; and,
- If applicable, a definition of a major.

6. Special Awards

The College may choose to acknowledge a graduand's 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

The College is committed to protecting the integrity of all of its higher education awards, and as such all official Testamurs and Academic Transcript will clearly identify the qualification as an ACC qualification and include anti-fraud features.

All formal certification awarded by the College including Testamurs and Academic Transcripts 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.

POLICY REVIEW

The ACC's *Conferral and Graduation Policy* is normally reviewed every three years.

It is a policy of the ACC that any Policy or Procedure may be reviewed earlier as indicated by internal or external factors (including but not limited to such factors as changes in the guidelines of regulatory authorities, accreditation/registration requirements of the profession, or relevant legislation at state or federal level) as determined the Board of Directors and/or Academic Board.

RELATED POLICIES/DOCUMENTS

- Student Fee, FEE-HELP and Refund Policy and Procedures
- Library and Information Services Policy.

VERSION CONTROL

Document: A008 Conferral Graduation and Policy		
Responsible Officer: CEO		
Initially Approved by: Board of Directors		Date: 18 October 2018
Reviewed and endorsed by: Academic Board		Date: 29 September 2021
Reviewed and approved by: Board of Directors		Date: 12 October 2021
Reviewed and endorsed by: Academic Board		Date: 15 March 2023
Reviewed and approved by: Board of Directors		Date: 23 March 2023
Version: V3.0	Replaces Version(s): V2.1	Next Review: March 2026
HESF	1.5 Qualification and Certification	
Nature of Change	<p>October 2021</p> <ul style="list-style-type: none"> Refinements to ensure consistency of terminology and inclusion of all TEQSA accredited awards <p>May 2023</p> <ul style="list-style-type: none"> Clarify the responsibilities in relation to the identification of eligible graduands Remove the requirement to issue an AHEGS and replace with issue of an Academic Transcript Include the Review and Related Documents Sections Include the HESF reference in the Version Control Table 	