

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: An official record issued by the College detailing a student's academic record, including completed units, grades awarded, academic credit or Recognition of Prior Learning (RPL) granted, and other information relating to the completed award.

Conferral: The formal approval and granting of an award by the Board of Directors following endorsement by the Academic Board.

Graduation in absentia: Conferral of an award on an eligible graduand who does not attend the graduation ceremony.

Program: An ACC higher education course of study accredited by the Tertiary Education Quality and Standards Agency (TEQSA).

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

Testamur: The official certification document issued by the College as evidence that a student has successfully completed the requirements of an award.

PURPOSE

This Policy sets out the principles, requirements and authorities governing the conferral of awards and graduation at the Australian Chiropractic College (ACC). It establishes the requirements for determining eligibility to graduate, the authority for the conferral of awards, and the issuance and management of official certification documentation, including Testamurs and Academic Transcripts.

This Policy also supports the integrity, security and quality assurance of ACC qualifications and certification processes in accordance with the Higher Education Standards Framework (Threshold Standards) 2021 and relevant regulatory requirements.

SCOPE

This Policy applies to all students enrolled in ACC higher education programs, graduates of the College, and all staff involved in the administration, approval, conferral and certification of ACC awards.

It applies to all ACC higher education awards accredited by the Tertiary Education Quality and Standards Agency (TEQSA), including circumstances involving graduation in absentia, replacement certification documentation and special academic awards.

POLICY STATEMENT

1. Eligibility for Conferral

A student is eligible for conferral of an ACC award where the student has:

- successfully completed all requirements of the relevant accredited program;
- met all practical, Work Integrated Learning (WIL), Service Learning Environment (SLE) and other program-specific requirements, where applicable;
- satisfied all academic and administrative requirements of the College; and
- no outstanding financial, library or other obligations to the College.

The College may withhold conferral of an award where a student remains subject to unresolved academic, disciplinary, financial or other proceedings that may affect eligibility for graduation.

2. Authority to Confer Awards

The Board of Directors is responsible for the conferral of all ACC higher education awards following endorsement by the Academic Board.

The Academic Board is responsible for endorsing students who have satisfied the academic requirements for the conferral of an award and recommending those students to the Board of Directors for graduation.

3. Graduation

Students whose awards have been approved for conferral by the Board of Directors are recognised as graduates of the College.

The College may conduct graduation ceremonies for the formal recognition of graduates and the presentation of official certification documentation.

Eligible students may elect to graduate in absentia. Students who graduate in absentia are deemed to have graduated from the date of conferral approved by the Board of Directors.

4. Certification Documentation

The College will issue official certification documentation to graduates in accordance with applicable regulatory requirements and College policies.

Official certification documentation issued by the College may include:

- a Testamur;
- an Academic Transcript;
- a Record of Results; and
- other approved certification documentation issued by the College from time to time.

Official certification documentation will accurately reflect the award conferred and the student's academic record.

5. Integrity and Security of Qualifications

The College is committed to maintaining the integrity, authenticity and security of its higher education qualifications and certification documentation.

Official certification documentation issued by the College will include appropriate security and anti-fraud measures.

Replacement certification documentation may be issued by the College in accordance with the relevant Procedure and supporting administrative requirements.

6. Special Awards and Academic Recognition

The College may confer prizes, awards or other forms of academic recognition to acknowledge outstanding academic achievement, contribution or other meritorious performance.

The establishment, criteria, administration and conferral of prizes and awards are governed by the Prizes for Outstanding Achievement Policy and any associated procedures.

7. Responsibilities

The Board of Directors is responsible for the conferral of ACC higher education awards.

The Academic Board is responsible for endorsing students eligible for conferral and overseeing academic integrity in relation to graduation and certification processes.

The CEO, Academic Dean and relevant staff are responsible for implementing this Policy and associated procedures relating to graduation administration, certification documentation and records management.

Students and graduates are responsible for ensuring that personal information held by the College remains accurate and current.

IMPLEMENTATION AND MONITORING

The CEO is responsible for the implementation and oversight of this Policy.

The Academic Dean is responsible for monitoring academic compliance with the requirements of this Policy, including the integrity of award eligibility and certification processes.

Operational processes relating to graduation administration, conferral workflows, issuance of certification documentation and records management are set out in the associated Procedure and supporting administrative documents.

This Policy will be monitored through routine academic governance and quality assurance processes, including oversight by the Academic Board and Board of Directors where relevant.

POLICY REVIEW

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

ACC may review this policy earlier where required by legislative, regulatory, accreditation or operational changes.

RELATED POLICIES/DOCUMENTS

- Student Fee, FEE-HELP and Refund Policy and Procedures
- Library and Information Services Policy.
- Prizes for Outstanding Achievement Policy

VERSION CONTROL

Document: A008 Conferral and Graduation Policy		
Responsible Officer: Academic Dean		
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
Reviewed and approved by: Academic Board		Date: 08 July 2026
Version: V4.0	Replaces Version(s): V3.0	Next Review: March 2029
HESF	1.5 Qualification and Certification	
Nature of Change	October 2021 - Refinements to ensure consistency of terminology and inclusion of all TEQSA accredited awards May 2023 - 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 July 2026 - Substantially revised the Policy to align with ACC's contemporary policy framework and the Higher Education Standards Framework (Threshold Standards) 2021. - Expanded the Purpose, Scope and Policy Statement to clearly define the principles governing conferral, graduation, certification documentation and academic recognition. - Clarified eligibility requirements for conferral, including academic, administrative, Work Integrated Learning (WIL) and Service Learning Environment (SLE) requirements, and circumstances in which conferral may be withheld. - Clarified governance responsibilities for the Board of Directors, Academic Board, CEO, Academic Dean, staff, students and graduates. - Strengthened provisions relating to the integrity, security and replacement of official certification documentation. - Incorporated provisions relating to special awards and academic recognition by reference to the Prizes for Outstanding Achievement Policy. - Revised definitions, terminology and document structure to improve clarity, consistency and alignment with current ACC governance and regulatory requirements.	