



GRADUATION AND CONFERRAL OF AWARDS POLICY AND PROCEDURES

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| Policy Statement | This policy and procedure supports: <ul style="list-style-type: none"> • TEQSA, Higher Education Standards Framework, (Threshold Standards) 2015, Standard 1.5 • Standards for Registered Training Organisations (RTOs) 2015, Clauses (3.1 - 3.4). |
| Responsibility for Implementation | Executive Dean, Associate Dean |
| Compliance and Monitoring | Academic Board; Governing Board |

Purpose

This policy outlines the processes undertaken to ensure students meet all the requirements and are appropriately qualified prior to a nominated Conferral Date in order to receive a Kent Institute Australia (Kent) Award for their course of study and graduate.

Scope

Eligible Kent students and processes administered by nominated Kent personnel.

Aim

Kent conducts a minimum of one Graduation Ceremony per year. Not all eligible Kent graduates attend a Kent Graduation Ceremony due to the fact that international students are required to complete studies and return to their home country in accordance with Visa requirements as specified by the ESOS Act. All Kent students, whether they attend an actual Graduation Ceremony or not, the date upon which graduands formally graduate from Kent and become Graduates is the date upon which the qualification is formally conferred.

Definitions

Conferral Date: the date on which the Governing Board meets to endorse Academic Board recommendations following its ratification of student results, for conferring of all higher education awards.

Graduand: A student who has completed their course of study and been deemed eligible to graduate.

Graduate: a Graduand who has had their award conferred (bestowed) on them by Kent.

Graduation in absentia: when an award is conferred on a student and the graduand's name is recorded in the Graduation documents and noted as "*in absentia*" at a Graduation Ceremony that they do not attend.

1.0 Graduation Eligibility

A student is eligible to graduate from the award in which they are enrolled if:

- All course requirements have been met
- No financial debt is owed to Kent
- There is no current suspension, exclusion or expulsion penalty on the student's record
- The student has not already graduated from that award

2.0 Degree with Distinction

To gain the award of 'Degree with Distinction' requires the achievement of a CGPA of 3.5 (with rounding off at the first decimal) or more in the units studied at Kent (at least 12 units) that are considered for the award.

3.0 Nomination

All students who are eligible to Graduate must complete a **Graduation Nomination Form**. ([Documents > Student Policies and Forms > FORM – Graduation Nomination Form – Login Required](#))

To expedite the graduation process students are required to complete a Graduation Nomination Form once they have completed their course requirements.

3.1 *Completing all the requirements*

It is each student's responsibility to ensure they have completed all the requirements for their course of study before they are eligible to graduate.

This may mean ensuring all exemptions or any Recognition of Prior Learning applications have been processed for the course they are completing.

Course Requirements:

Bachelor Degree

Satisfactorily complete a course of study of a minimum of 24 units or 144 credit points.

VET

Satisfactorily complete a course of study with a Competency Grade for each competency unit attributed to the award level of Certificate, Diploma and Advanced Diploma appropriate to the student's enrolled course of study.

3.2 *The Graduation Nomination Form*

The Graduation Nomination Form is processed by the Higher Education Administrator or VET Administrator. This includes checking that: all unit results are complete; course academic requirements are met; all tuition fees have been paid; and there are no outstanding library fines.

If results are outstanding a student cannot graduate until these are completed. They must be completed in the Trimester before the Trimester in which the student wishes to graduate.

3.3 *Outstanding debts to Kent*

Any student with outstanding fees will not be eligible to graduate. A letter will be sent advising of the debt with a request to pay immediately. A student who does not complete payment will not be provided with any Graduation documentation until the debt to Kent is cleared.

4.0 Graduation

All students who are eligible to graduate will be sent a Graduation Letter together with a copy of a Transcript detailing their Academic Record; listing their units and grades. The Graduation Letter will state that the student has completed all the requirements and is eligible to receive the award. In relevant courses, the specialisations will also be included.

Kent requires a response from all students to confirm that their personal details are correct for future correspondence, including for the Graduate Survey via the Graduation Invitation Response Form ([Documents](#) > *Student Policies and Forms* > *FORM – Graduation Invitation Response Form – Login Required*).

5.0 Conferring the Award

The Governing Board confers higher education awards and considers recommendations for students to receive the awards from the Academic Board at a convened meeting of the Governing Board.

The Testamur will be presented to the graduand at the Graduation Ceremony, or if graduating in absentia, the Testamur will be posted via Registered Mail to the Graduate at the address detailed on the Student Administration Student Information System, within two (2) weeks of the Graduation Ceremony date nominated in the Graduation Invitation.

6.0 Graduated Students

Circumstances may arise that a Graduate may have requested to receive the Testamur by post and having received it, an opportunity arises for that Graduate to attend a formal Graduation Ceremony.

The Graduate will be required to complete a *Graduated Student: Ceremony Attendance Application*. This form has to be submitted to Kent no later than 30 October (for example) in the year of the Graduation Ceremony in December to allow sufficient time for administration processes to occur.

1. Graduates who have had their award conferred in the immediate previous year, will be permitted to attend the Graduation Ceremony in **December** (eg. Graduation Ceremony 2016 – Year Conferred 2015).
Please note: Graduates who have had their award presented *in absentia* at a Graduation Ceremony will not be eligible to have the presentation of that Award at a later Graduation Ceremony.
2. Graduates who have had their award conferred in July of **two (2) years or more prior** to the current year, will not be permitted to attend the current year Graduation Ceremony (eg. Graduation Ceremony 2016 – Year Conferred 2014 or before).

6.1 Attendance at the Ceremony

Following receipt of the *Graduated Student: Ceremony Attendance Application*, ([Documents](#) > *Student Policies and Forms* > *FORM – Graduated Student: Ceremony Attendance Application – Login Required*) if permission is given to attend the ceremony, students will be sent a *Graduation Invitation*. The *Graduation Invitation* will include instructions on how to obtain other graduation information, eg gown hire, guest tickets. Students should ensure their current mailing address is reflected on this form. Students must return the *Graduation Invitation Response Form* and follow the instructions enclosed with it ([Documents](#) > *Student Policies and Forms* > *FORM – Graduation Invitation Response Form – Login Required*).

If for any reason attendance at the Graduation Ceremony is no longer possible, students must contact Kent to advise accordingly. Please advise Kent in writing via e-mail or by posted letter at least by the end of the month before the Graduation Ceremony:

- **E-mail:** studentservices@kent.edu.au
- **Mail:** Executive Manager Student Engagement
Kent Institute Australia
Level 11, 10 Barrack Street
SYDNEY NSW 2000

7.0 Replacement Testamur

Where an original Testamur has been lost, damaged or destroyed or where the Graduate's name has changed, a replacement Testamur may be issued. This can be requested by completing a Student Academic Record Request Form ([Documents](#) > *Student Policies and Forms* > *FORM – Student Academic Record Request Form – Login Required*).

- The Testamur will indicate it is a replacement by inclusion of the following:
 - "Replacement Testamur issued .. (dated)" and signed by the Chair of Academic Board and Executive Dean
- A fee of AUD\$100.00 will be charged to cover administrative costs to re-issue the Testamur.
- The document can be collected at the Kent Student Administration Office or, if requested on the Student Academic Record Request Form, Student Administration will post by certified mail at an additional cost AUD\$25.00 or by Courier at an additional cost of AUD \$30.00.
- The costs associated with providing the replacement Testamur are required to be submitted with the Student Academic Record Request Form. The Testamur will not be forwarded until Kent is in receipt of the required fees.
- A Graduate issued with a replacement Testamur as a result of a change of name will have all key administrative records held by Kent on the Student Information System amended to reflect the change of name.

8.0 Academic Dress

Academic dress for Kent awards are:

Degree of Bachelor:

Black stuff gown of the Cambridge bachelor pattern.

Black trencher with black tassel.

Deluxe Stole lined with yellow and faced with 10cm wide silk of the relevant award colour:

Certificate III or IV/ Diploma/Advanced Diploma

Black stuff gown of the Cambridge bachelor pattern.

Proposed Relevant Degree Award Colours (as at December, 2016)

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| Information Technology | Cossack Green |
| Business | Royal Blue |

9.0 Use of Postnominals

Postnominals are effective ways of communicating information about a graduate's qualifications or achievements. They enable the community to identify the roles, activities and characteristics associated with that postnominal.

Postnominals validate community expectations about the body of knowledge and expertise that an individual has gained.

Postnominals use the abbreviation for the qualification type and field of study of the qualification. They are usually placed immediately following the graduate's title and name. Examples are provided below.

CertIII_{Bus} for the Certificate III in Business

DipIT for the Diploma of Information Technology

AdvDipMgt for the Advanced Diploma of Management

B_{Bus} for the Bachelor of Business

B_{Acct} for the Bachelor of Accounting

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| Version Control Update (Current): Version 1 – 5 th August, 2013 Version 2 – 23 rd October, 2014 Version 3 – 1 st July, 2015 (12 th May, 2016 – No Version Control Change - Update Fees in accordance with Student Ancillary Charges) Version 4: 13 th September, 2016 | Approved By: Governing Board Meeting Dates: V2 10 th December, 2014 V3 – 12 th August, 2015 V4 – 15 th November, 2016 |