GRADUATION AND CONFERRAL OF AWARDS POLICY AND PROCEDURES

<table>
<thead>
<tr>
<th>Policy Statement</th>
<th>This policy and procedure supports:</th>
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<tbody>
<tr>
<td></td>
<td>TEQSA, Higher Education Standards Framework, (Threshold Standards) 2015, Standard 1.5</td>
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<tr>
<td></td>
<td>Standards for Registered Training Organisations (RTOs) 2015, Clauses (3.1 - 3.4).</td>
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<tr>
<th>Responsibility for Implementation</th>
<th>Executive Dean, Associate Deans, Executive Manager Student Engagement</th>
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<td>Compliance and Monitoring</td>
<td>Academic Board; Governing Board</td>
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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 as international students may be required to return to their home country in accordance with Visa requirements after completion of their course. All Kent graduands, formally graduate from Kent and become Graduates on 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 Completing the course 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 are processed for the course they are completing. If results are outstanding a student cannot graduate until these are completed.

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.

Course Requirements:

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

Vocational Education and Training (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.

After the grade release date, at the conclusion of each block (VET) the VET Administrator will check that: all unit results are complete; course academic requirements are met; all tuition fees have been paid; and there are no outstanding library fines. Once finalised, the list of students who have completed the course requirements will be sent to the Student Services Unit.

Eligible students will receive a notification email from the Student Services Unit congratulating them on the successful completion of their course. As part of this email the student will be asked to complete the Student Academic Records Request Form (Documents > Student Policies and Forms > FORM – Student Academic Records Request Form – Login Required) to receive their completion documentation. International students will also be reminded that final grade release date is the date that Kent informs the Department of Home Affairs (DHA) that students have completed their studies, and that their student visa will be valid for 28 days from that date, regardless of their visa expiration date.

Students can request a Completion Letter together with a copy of a Transcript detailing their Academic Record (HEd) or a Certificate together with a Statement of Attainment (VET); listing their units and grades, and confirming that the student has completed all the requirements. In relevant courses, the specialisations will also be included.

4.0 Conferring the Award (HEd)

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 and Australian Higher Education Graduation Statement (AHEGS) will be presented to the graduand at the Graduation Ceremony. If graduating in absentia, the Testamur and AHEGS will be made available to the student by their selected choice of either pick up direct from the Campus or by Registered
Post (incurring the Registered Post fee as designated on the form). The student will be requested to complete a Student Academic Records Request Form (Documents > Student Policies and Forms > FORM – Student Academic Records Request Form – Login Required) for collection within two (2) weeks of the Graduation Ceremony.

5.0 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 of the relevant award colour:

**Certificate III or IV/ Diploma/Advanced Diploma**
Black stuff gown of the Cambridge bachelor pattern.

<table>
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<th>Proposed Relevant Degree Award Colours (as at December, 2016)</th>
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<tr>
<td><strong>Information Technology</strong></td>
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<tr>
<td><strong>Business</strong></td>
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6.0 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
- **BBus** for the Bachelor of Business
- **BAcctg** for the Bachelor of Accounting
- **BIT** for Bachelor of Information Technology

7.0 Attendance at the Ceremony

The Student Services Unit will distribute an electronic Graduation Invitation advising of the date, time, cost of gown hire and venue for the Graduation Ceremony following the official Conferral of Results. Other information will include an electronic Graduation Invitation Response Form to be completed to confirm attendance, pay for gown hire, confirm personal details are correct for future correspondence and inform the Student Services Unit staff of the number of guest tickets required (within the allowable limit) and size for fitting of academic regalia (Gown and Trencher).

It is important that the Graduation Invitation Response Form is completed and returned by the requested date as failure to return this form as requested may result in being ineligible to graduate.
If for any reason attendance at the Graduation Ceremony is no longer possible, students must contact Kent to advise accordingly. Graduands can advise Kent in writing via e-mail to studentservices@kent.edu.au at least by the end of the month before the Graduation Ceremony to be eligible to receive a refund of gown hire fees.

Circumstances may arise that a Graduate may have requested to receive the Testamur by graduating in absentia, and an opportunity arises for that Graduate to attend a formal Graduation Ceremony.

The Graduate will be required to complete a **Graduated Student Ceremony Attendance Form** ([Documents > Student Policies and Forms > FORM – Graduated Student Ceremony Attendance Form – Login Required]). This form has to be submitted to Kent no later than **30 October** 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 2017 – Year Conferred 2016).

   **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 unless the original Testamur is returned prior to the 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 2018 – Year Conferred 2016 or before).

### 8.0 Posthumous Awards

Academic Board have the authority to recommend to Governing Board to bestow a Posthumous Award to a student who has died while undertaking a course of study at Kent. By awarding a Posthumous Award Kent acknowledges that, but for death, the student would have been expected to complete their studies.

At all times the wishes of the immediate family of the student must be taken into consideration and all interactions with the family must be undertaken sensitively and with discretion to avoid any unreasonable expectations or provision of incorrect information. To ensure continuity of information Kent will ensure that one nominated staff member will be the point of contact for the family.

Academic Board will review and determine requests for Posthumous Awards in accordance with the criteria specified below:

- The student has successfully completed a minimum of 66% of the total credit points required for the Award (including credit points awarded by advanced standing).
- The Executive Dean (or nominee) must consult with the Executive Manager Student Engagement to confirm that all criteria for a student to graduate would have been met had death not occurred.

If Academic Board determines that it is not in a position to bestow a Posthumous Award, it may endorse a recommendation to Governing Board to bestow an alternative Award to the family of the deceased student to receive a Certificate of Achievement.

If an urgent situation arises where a convened meeting of Kent’s governing committees is not possible, the Chair of Academic Board will receive the details and can make an executive decision, with any such decision being notified to the next meetings of both the Academic Board and Governing Board.
Conferral of a Posthumous Award:
Kent should determine with the family members what their direct wishes are related to conferral of the Posthumous Award. The conferral of the award is at the sole discretion of the family and the following conferral options are listed as choices available to the family, but are not limited to:

- ‘In Absentia’ – The Testamur is issued direct to the family
- ‘Graduation Ceremony’ – a family member represents the deceased student at the Graduation Ceremony and is presented with the Testamur on the student’s behalf
- ‘Private Ceremony’ – a nominated Kent representative presents the Testamur to a family member(s).

Kent’s Student Information System (SIS) will record the award is Posthumous.

9.0 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 $40.00.
- 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.

10.0 Graduate Survey

Annually in March, Kent conducts a survey of its immediate past Graduates. This is an electronic survey implemented by the Student Services Unit which is sent to the Graduate’s personal details provided on the Graduation Invitation Response Form. All data received remains anonymous and the Executive Manager Student Engagement will analyse and provide an annual report to Academic Board.
**Document Title:** Graduation and Conferral of Awards Policy and Procedures  
**Date Compiled:** 5 August, 2013  
**By:** Associate Dean  
**Due Date for Review:** December, 2017  
**Website Access Permission:** Public  

**Date Updated:**  
23rd October, 2014  
1st July, 2015,  
12th May, 2016  
13th September, 2016  
2nd August, 2017  
20th February, 2018 (Minor amendment – no version control change)  
27th June, 2018 (Minor amendments – no version control change)  

**Review By:**  
V1 - CEO  
V2 Executive Dean  
V3 Executive Dean  
V4 Executive Manager Student Engagement  
V5 Executive Manager Student Engagement  
Executive Manager Student Engagement  

**Version Control Update (Current):**  
Version 1 – 5th August, 2013  
Version 2 – 23rd October, 2014  
Version 3 – 1st July, 2015 (12th May, 2016 – No Version Control Change - Update Fees in accordance with Student Ancillary Charges)  
Version 4: 13th September, 2016  
Version 5 2nd August, 2017  
Version 6: 2nd October, 2017  

**Reviewed By:** Academic Board  
**Meeting Date:**  
V2 13th November, 2014 (Written Resolution 28/10/2014)  
V3 16th July, 2015  
V4 21st September, 2016  
V5 5th September, 2017  
V6 8th November, 2017  

**Approved By:** Governing Board  
**Meeting Dates:**  
V2 10th December, 2014  
V3 – 12th August, 2015  
V5 - Written Resolution 20th September, 2017  
V6 6th December, 2017  
CEO – 27th June, 2018  

**AMENDMENTS:**  
02/08/2017 - Review of policy for clarification of procedures and update of Kent terminology and position titles. Update regalia details.  
02/10/2017 – addition of Posthumous Award Clause 8.0.  
20/02/2018 – update to Department of Home Affairs (DHA)  
27/06/2018 – Add AHEGS (endorsed Academic Board 13/03/2018 approved Governing Board 04/04/2018) add BIT in Kent postnominals list (course to commence delivery in T2 2018) and update email address contact for Student Services Unit in Clause 7.0.