



## GRADUATION AND CONFERRAL OF AWARDS POLICY AND PROCEDURES

<b>Policy Statement</b>	This policy and procedure supports: <ul style="list-style-type: none"> <li>• TEQSA, Higher Education Standards Framework, (Threshold Standards) 2015, Domain 1 Section 1.5</li> <li>• Standards for Registered Training Organisations (RTOs) 2015, Clauses (3.1 - 3.4)</li> <li>• Australian Skills and Quality Authority (ASQA)</li> <li>• Australian Qualifications Framework (AQF)</li> </ul>
<b>Responsibility for Implementation</b>	Executive Dean, Head of VET, Associate Deans, Student Services Unit, VET Administrator
<b>Compliance and Monitoring</b>	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. This policy also designates the correct manner in which these qualifications are used for professional stationary and communication.

### Scope

Eligible Kent students and processes administered by nominated Kent personnel.

### Aim

All Kent Graduands, formally graduate from Kent and become Graduates on the date upon which the qualification is formally conferred.

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.

### 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 and Vocational Education Training (VET) 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 – Higher Education

The Award of '*Degree with Distinction*' in higher education course requires the achievement of a Conferral Grade Point Average of 3.5 or more (with rounding off at the first decimal) in the units studied at Kent that are considered for the Award (minimum of 12 units).

## 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.

Students eligible to graduate in a calendar year will be identified by the Higher Education Unit. The Executive Dean will provide a list of graduands to Student Services for purposes of cross-checking all requirements have been met. The final student conferral list will be presented to Academic Board in November for approval. Academic Board will recommend students to Governing Board for conferral in December, prior to the Graduation Ceremony.

Students may request an Academic Transcript detailing their Academic Record to date at any point in time.

Post completion of a course but prior to Graduation and issue of their Testamur, Students may request a Completion Letter and a copy of an Academic Transcript detailing their Academic Record if required.

#### Vocational Education and Training (VET)

To qualify for the award of an AQF qualification, a student must satisfactorily complete, i.e. attain a "Competent" (C) outcome for all Units of Competency required for the qualification (i.e. course the student is enrolled in), in alignment with the Nationally Recognised Training Package Requirements and Qualification Packaging Rules, as designated on <https://training.gov.au/home/TGA>.

After the grade release date, at the conclusion of each study period, the VET Administrator will identify any students who have qualified for their award by conducting a check that:

- all required Unit of Competency have been completed by the student and a Competent outcome has been achieved.
- all qualification requirements are met as per Nationally Recognised Training Packages and qualification packaging rules
- all tuition fees have been paid and there are no outstanding library fines.

The Head of Vocational Education will confirm all students have met the relevant requirements and provide a list of such students 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*** to specify their preferences for collection of their AQF Documents.

International students will also be reminded that final Grade Release Date as published on the Kent Academic Calendar 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.

Academic Board will receive and ratify VET Student Results via the Head of Vocational Education Report at each of its meetings. The Head of Vocational Education Report will include VET unit and course completions (including Testamurs issued) in each study period since the last Academic Board meeting and cumulative unit and course completions for the calendar year.

A VET student may request a Statement of Attainment at any point in time, which confirms any satisfied requirements of the Unit(s) of competency they have successfully completed.

The VET Unit will issue a Testamur to a student within 30 calendar days of the learner being assessed as meeting the requirements of the training product and where all fees have been paid.

Post course completion and prior to Graduation or issue of a Testamur, a student may request a Certificate of Completion together with a Statement of Attainment listing the Units of Competency the student has completed successfully.

While Testamurs will be issued to a student within 30 calendar days of the learner being assessed as meeting the requirements of the training product, as required by the Standards for Registered Training Organisations (RTOs) 2015, Academic Board will receive a Head of Vocational Education report on Completions and Testamurs issued following each Term of study. Academic Board will also recommend students to Governing Board for conferral in December, prior to the Graduation Ceremony. This final annual list of conferrals will contain all students who have completed the requirements of a Kent course and attained their Testamurs during the calendar year as well as any students to be conferred prior to the Graduation Ceremony.

#### 4.0 Conferring the Awards

The Governing Board confers Higher Education and VET Awards following recommendations from Academic Board.

For Higher Education, the Testamur and Australian Higher Education Graduation Statement (AHEGS) will usually be presented to the Graduated 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* for collection within two (2) weeks of the Graduation Ceremony.

#### 4.1 Authorised Signatories

Academic Transcripts (HED) and Statements of Attainment (VET) will be signed by:

- **Higher Education:** Associate Dean and Higher Education Administrator
- **VET:** Head of Vocational Education and Vocational Education Administrator

Testamurs will be signed by:

- **Higher Education:** Chair of Academic Board and the Executive Dean
- **VET:** Chair of Academic Board and Head of Vocational Education.

VET and Highest Education Completion Letters may be issued by a VET or Higher Education Administrator only where the student has been identified by the Head of Vocational Education or Executive Dean as having met all requirements of the course.

## 5.0 Academic Dress

Academic dress for Kent Awards are:

### Higher Education:

- Black stuff gown of the Cambridge bachelor pattern
- Black trencher with black tassel
- Deluxe Stole of the relevant Award colour.

### VET:

- Black stuff gown of the Cambridge bachelor pattern

### Relevant Degree Award Colours (as at December 2016)

Information Technology	Cossack Green
Business	Royal Blue

## 6.0 Use of Post-Nominals

Post-nominals are effective ways of communicating information about a graduate's education qualifications, title of office and honours. They enable the community to identify the roles, activities and characteristics associated with that Post-nominal.

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

Post-nominals use letters to indicate the abbreviation for the type and field of study of the qualification. They are usually placed immediately following the graduate's title and name for professional stationary for such items as business cards and resumes to exemplify qualifications

Current Kent Awards are listed in *Appendix 1* and these should be referenced to provide direction to establish consistency as to how Kent Post-nominals should be represented. Post-nominals may also include the abbreviation of the awarding institution and the preferred abbreviation for Kent Institute Australia should be represented as "Kent".

The following protocols are observed when determining Award Post-nominal abbreviations:

- a) Where an Australian professional or academic body or similar has specified that a particular abbreviation should be used.
- b) The abbreviation for a new qualification must be consistent with any similar abbreviation included in the Kent Post-nominal list of Awards, unless other protocols as referred to in a) above apply.
- c) If there is no existing protocol for a Post-nominal abbreviation, Kent should adopt an abbreviation that limits confusion for students, employers and others and reflects the general use of abbreviations for words in the Award.

## 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* to be completed to register to graduate, confirm attendance, pay for gown hire, confirm personal details are correct for future correspondence, inform the Student Services Unit staff of the number of guest tickets required (*Student Services Unit will inform students of the number of guests within relevant limits for each ceremony depending on the venues capacity annually*) and sizes for fitting of academic regalia (Gown and Trencher).

It is important that the *Graduation Invitation Response* information that is distributed by the Student Services Unit staff via Survey Monkey to potential graduands is completed to inform the graduation registration, attendance and preparation process. Students are requested to complete the *Graduation Invitation Response* by a designated date as failure to do so may result in being ineligible to graduate.

Graduands may request a Visa Application Support letter for family members or guests travelling from overseas to attend the Graduation Ceremony. This request can be submitted to the Student Services Unit staff via completion of the *Student Academic Records Request Form*. Upon receipt of the required details Kent management will prepare the required Letter by accessing the template on the Kent Network.

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](mailto: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***. This form has to be submitted to Kent ***no later than 30 November*** 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 (e.g. Graduation Ceremony 2020 – Year Conferred 2019).

*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 (e.g. Graduation Ceremony 2020 – Year Conferred 2018 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 Student Services Unit senior management 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*.

- The Testamur will indicate it is a replacement by inclusion of the following:
  - **Higher Education:** "Replacement Testamur issued (dated)" and signed by the Chair of Academic Board and Executive Dean
  - **VET:** "Replacement Testamur issued (dated)" and signed by the Chair of Academic Board and the Head of VET.
- 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 within Australia or by Courier within Australia at additional costs. International postage fees will be advised upon request.
- 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**

Kent utilises the approved external agency Quality in Learning and Teaching (QILT) to implement a Graduate Outcomes Survey (GOS). This is an electronic Survey communicated directly by QILT with oversight monitored by the Kent Student Services Unit staff. All Survey completion information and a Link is sent to the Kent Graduate's contact email address. The email address used by Kent for this purpose is listed by the Graduate in the *Graduation Invitation Response completed to register to attend the Graduation Ceremony*. All Survey data is de-identified and remains anonymous. Kent Student Services

Unit staff authorised with access to the QILT Portal will monitor this site for benchmarking reports, administration guides and Survey marketing collateral.

QILT submits one annual Report to Kent in September and this is analysed by Kent senior management to provide graduate feedback, recommendations and provides an opportunity for Kent to address continuous improvement as required. Student Services Unit management will analyse and provide an annual report to the annual November meeting of Academic Board.

<b>Document Title:</b> Graduation and Conferral of Awards Policy and Procedures	
<b>Date Compiled:</b> 5 August, 2013	<b>By:</b> Associate Dean
<b>Due Date for Review:</b> November, 2020	<b>Website Access Permission:</b> Public
<b>Date Updated:</b> 23 <sup>rd</sup> October, 2014 1 <sup>st</sup> July, 2015, 12 <sup>th</sup> May, 2016 13 <sup>th</sup> September, 2016 2 <sup>nd</sup> August, 2017 20 <sup>th</sup> February, 2018 (Minor amendment) 27 <sup>th</sup> June, 2018 (Minor amendments – no version control change) 20 <sup>th</sup> November, 2018 approved again 29 March 2019 12 <sup>th</sup> September, 2019 17 <sup>th</sup> February, 2020 30 <sup>th</sup> January, 2022	<b>Reviewed by:</b> <b>V1</b> - CEO <b>V2</b> Executive Dean <b>V3</b> Executive Dean <b>V4</b> Executive Manager Student Engagement <b>V5</b> Executive Manager Student Engagement Executive Manager Student Engagement Executive Manager Student Engagement Executive Manager Student Engagement Manager Governance Systems/AB Secretary Exec Manager Student & Campus Services Exec Manager Student & Campus Services
<b>Version Control Update (Current):</b> Version 1 – 5 <sup>th</sup> August, 2013 Version 2 – 23 <sup>rd</sup> October, 2014 Version 3 – 1 <sup>st</sup> July, 2015 ( <i>12<sup>th</sup> May, 2016 – No Version Control Change - Update Fees in accordance with Student Ancillary Charges</i> ) Version 4: 13 <sup>th</sup> September, 2016 Version 5 2 <sup>nd</sup> August, 2017 Version 6: 2 <sup>nd</sup> October, 2017 Version 7: 29 <sup>th</sup> March, 2019 Version 8: 12 <sup>th</sup> September, 2019 Version 9 – 17 <sup>th</sup> February, 2020 Version 10 – 30 <sup>th</sup> January, 2022	<b>Endorsed by:</b> Academic Board <b>Meeting Date:</b> <b>V2</b> 13 <sup>th</sup> November, 2014 (Written Resolution 28/10/2014) <b>V3</b> 16 <sup>th</sup> July, 2015 <b>V4</b> 21 <sup>st</sup> September, 2016 <b>V5</b> 5 <sup>th</sup> September, 2017 <b>V6</b> 8 <sup>th</sup> November, 2017 <b>V7</b> 6 <sup>th</sup> November, 2019 <b>V9</b> – 11 <sup>th</sup> March, 2020 <hr/> <b>Approved by:</b> Governing Board <b>Meeting Dates:</b> <b>V2</b> 10 <sup>th</sup> December, 2014 <b>V3</b> – 12 <sup>th</sup> August, 2015 <b>V4</b> – 15 <sup>th</sup> November, 2016 <b>V5</b> - <b>Written Resolution</b> 20 <sup>th</sup> September, 2017 <b>V6</b> 6 <sup>th</sup> December, 2017 <b>V8</b> Governing Board 4 <sup>th</sup> December, 2019 <b>V9</b> 1 <sup>st</sup> April, 2020 <b>CEO</b> – 27 <sup>th</sup> June, 2018 <b>CEO</b> – 20 <sup>th</sup> November, 2018/ <b>V7</b> 29 March, 2019 <b>V10</b> – Governing Board 2 <sup>nd</sup> February, 2022
<b>AMENDMENTS:</b> <b>02/08/2017</b> - Review of policy for clarification of procedures and update of Kent terminology and position titles. Update regalia details. <b>02/10/2017</b> – addition of Posthumous Award Clause 8.0. <b>20/02/2018</b> – update to Department of Home Affairs (DHA) <b>27/06/2018</b> – Add AHEGS (endorsed Academic Board 13/03/2018 approved Governing Board 04/04/2018) add BIT in Kent Post-nominals list (course to commence delivery in T2 2018) and update email address contact for Student Services Unit in Clause 7.0.	

**29/03/2019** - minor word amendments and additional graduation attendance administration procedures related to guest tickets and a student's application to Student Services Unit to request a Visa Application Support Letter for guests travelling from overseas (Clause 7.0).

**12/09/2019** – 12-month review and addition of details and list for Kent Post-nominal abbreviations for Awards.

**17/02/2020** – review of Graduation Invitation Response distribution via Survey Monkey Clause 7.0 and other Graduation Ceremony procedures updated and BIT (Cyber) amended to BIT in Postnominal Appendix 1.

**30/01/2022** – update to include additional VET details and signatories and update courses and specialisations in Appendix 1.



## APPENDIX 1

## POST-NOMINAL ABBREVIATIONS FOR KENT AWARDS

CRICOS Code	Kent Award	Qualification Post-nominal
<b>VOCATIONAL EDUCATION &amp; TRAINING</b>		
098585D	Certificate IV in Accounting and Bookkeeping	CertIVAcctBook
106217B	Certificate IV in Marketing and Communication	CertIVMktgComm
105665H	Certificate IV in Information Technology	
105665H	Certificate IV in Information Technology (Web Development)	
104122C	Diploma of Leadership and Management	DipLeadershipMgt
104099H	Diploma of Project Management	DipProjMgt
104099H	Diploma of Accounting	DipAcct
106218A	Diploma of Marketing and Communication	DipMktgComm
105666G	Diploma of Information Technology	
105666G	Diploma of Information Technology (Front End and Back End Web Development)	
105666G	Diploma of Information Technology (Cyber Security)	
105666G	Diploma of Information Technology (Telecommunications Network Engineering)	
105666G	Diploma of Information Technology (Cloud Architecture and Cloud Engineering)	
106220G	Advanced Diploma of Leadership and Management	AdvDipLeadMgt
104467M	Advanced Diploma of Program Management	AdvDipProgMgt
098587B	Advanced Diploma of Accounting	AdvDipAcct
106219M	Advanced Diploma of Marketing and Communication	AdvDipMktgComm
105667F	Advanced Diploma of Information Technology	AdvDipInfoTech
105667F	Advanced Diploma of Information Technology (Full Stack Web Development)	
105667F	Advanced Diploma of Information Technology (Cyber Security)	
105667F	Advanced Diploma of Information Technology (Telecommunications Network Engineering)	
105940E	Certificate III in Individual Support	
105940E	Certificate III in Individual Support (Aging)	
105940E	Certificate III in Individual Support (Home and Community)	
105940E	Certificate III in Individual Support (Disability)	
105941D	Certificate IV in Ageing Support	
<b>HIGHER EDUCATION</b>		
074600G	Bachelor of Business	BBus
<b>With Specialisations:</b>	Bachelor of Business (Marketing)	BBus(Mktg)
	Bachelor of Business (Management)	BBus (Mgt)
	Bachelor of Business (Accounting)	BBus (Acct)
	Bachelor of Business (Information Systems)	BBus (InfoSys)
074601G	Bachelor of Accounting	BACct
0975688	Bachelor of Information Technology	BInfoTech
<b>With Specialisation</b>	Bachelor of Information Technology (Cyber Security)	BInfoTech