

## **POLICY TITLE: Course Completion & Graduation**

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### **Purpose**

Qualifications are awarded only if a course of study leads to the award of that qualification and all of the requirements for the course of study have been fulfilled. The standards for the issuance of a qualifications must meet Standard 1.5 of the *Higher Education Standards Framework (HESF) 2015* established by section 58 of the *Tertiary Education Quality and Standards Agency Act 2011*.

The purpose of this policy is to ensure all students achieving course completion have met all course requirements prior to applying to graduate and are awarded the qualification in accordance with the HESF 2015 Standards.

### **Policy**

Photography Studies College (Melbourne) will ensure that all students who have fulfilled the conditions for course completion and applied to graduate will be admitted to the specific qualification depending on the course of study undertaken and completed.

Photography Studies College (Melbourne) will ensure that students have demonstrated learning outcomes for the specific course of study, which is consistent with the field of education and level of qualification awarded.

Photography Studies College (Melbourne) will hold a Graduation Ceremony each year at which the testamur will be conferred upon qualifying students either in person or in absentia.

### **Procedures**

A range of procedures governs the process by which students complete their course and gain eligibility to graduate.

#### **Academic Transcript (record of results)**

Photography Studies College (Melbourne) will ensure that after the finalisation of the results and approval by Academic Board, those students who are deemed eligible to graduate receive an academic transcript that reflects they have completed their course. This transcript is the official record of the student's studies at Photography Studies College (Melbourne). It documents the full name of the course, the units of study undertaken, when they were undertaken and completed, any credit granted through recognition of prior learning, the weighting of units within the course of study, the grades and/or marks awarded for each unit of study undertaken, and an explanation of the grading system used.

This transcript will also include the completion date for the course, which will be different from the Graduation date on the testamur.

Students who complete one or more units of study that do not lead to an award of a qualification, will have access to an authorised record of results for the units undertaken.

### **Approval to Graduate**

For any of the College's accredited higher education courses, the Academic Board is to recommend the granting of all of the College's degrees.

The Governing Council is responsible for approving an eligible student to graduate with the course qualification.

### **Applying to Graduate**

Eligible students are required to apply to Graduate.

### **Graduation Ceremony**

Photography Studies College (Melbourne) will hold an annual conferring ceremony at which all eligible students will graduate. The Chair of the Academic Board and the Academic Director will preside over Higher Education courses of study ceremonies, and admit the graduands to the relevant course of study. Students may graduate in person or in absentia.

### **Testamur**

Awardees of qualifications are issued with a testamur as an authorised certification document.

The testamur will comply with the requirements of the AQF Qualifications Issuance Policy and the HESF 2015 standards and will contain the following:

- Photography Studies College (Melbourne) name and logo
- The full name of the person of whom the documentation applies
- Date of issue
- the name and office of the person/s authorised by the higher education provider to issue the documentation (this is the Chair, Governing Council chair and the Chair, Academic Board).
- The AQF logo or the words 'This qualification is recognised within the Australian Qualifications Framework'
- The full title of the qualification awarded, including the field or discipline of study
- Where appropriate, any subsidiary component of the qualification, such as integrated honours, an area of specialisation or a major study

The date on the testamur is the date that the award is officially conferred by Photography Studies College (Melbourne). This will be the date on which the Graduation Ceremony is held.

Students who graduate in absentia may collect with appropriate identification their testamur from Photography Studies College (Melbourne) after the Graduation Ceremony has been conducted. For interstate and overseas students, who have already returned to their home country, the testamur can also be sent by registered mail, upon written request.

## Security of Certification Documentation

All certification documentation issued by Photography Studies College (Melbourne) will follow the Qualification and Certification procedures specified in Standard 1.5.5 of the HESF 2015 to ensure security protocols in the storage, printing, stock and distribution of testamurs and transcripts.

Photography Studies College (Melbourne) cannot issue a testamur in a name that is different to the name on the Photography Studies College (Melbourne) Student Record.

## Definitions

### In absentia

Literally means 'in absence' or 'not present'

## Related Documentation

### Policies

Assessment

Academic Integrity

Academic Appeals

AQF Qualifications Issuance Policy ([www.aqf.edu.au](http://www.aqf.edu.au))

### Procedures, Forms & Documents

Qualification and Certification Procedure Guideline

Graduation Info Letter

Application to Graduate Form

Testamur

Academic Transcript

## Publishing Details

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