POLICY TITLE: Course Completion & Graduation

Purpose

To ensure all students achieving course completion and applying to graduate have met all course requirements. Graduation is where students are awarded their bachelor degree testamur from Photography Studies College (PSC).

Policy

PSC will ensure that all students who have fulfilled the conditions for course completion and applied to graduate will be admitted to the Bachelor of Photography degree.

PSC will hold a Graduation Ceremony each year at which the bachelor degree award will be conferred upon qualifying students either in person or in absentia.

Procedures

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

Academic Transcript

PSC 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 PSC. It documents the name of the course, the subjects undertaken and dates, the results for those subjects, and any exemptions granted. This transcript will also include the completion date for the course, which will be different from the Graduation date on the Testamur.

Applying to Graduate

Students who have received such a transcript are eligible to apply to graduate using the PSC Application to Graduate Form

Once the Administration & Assessment Officer is in receipt of that form, a summary list of the eligible students will be prepared.

Graduation Ceremony

PSC 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 this ceremony, and admit the graduands to the bachelor degree. Students may graduate in person or in absentia.
**Testamur**
At the conferring ceremony students will receive a sequentially numbered PSC Bachelor of Photography Testamur. The Testamur contains the following:
- PSC logo
- Signatures of the Academic Director and the Chair, Academic Board
- Title of the award
- Date of conferral
- Graduands name
- Name of Registering Body

The date on the Testamur is the date that the award is officially conferred by PSC. This will be the date on which the Graduation Ceremony is held.

Students who graduate in absentia may collect their Testamur from PSC 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 mail, upon written request.

**Name on Testamur**
PSC cannot issue a Testamur in a name that is different to the name on the PSC Student Record.

**Definitions**

**In absentia**
Literally means ‘in absence’ or ‘not present’

**Related Documentation**

**Policies**
- Assessment
- Academic Integrity
- Academic Appeals

**Procedures, Forms & Documents**
- Graduation Info Letter
- Application to Graduate Form
- Testamur
- Academic Transcript
Publishing Details

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