

Graduation, Attainment and Awards Policy

Policy name	Graduation, Attainment and Awards Policy
Policy number	TLP006
Date approved	4 February 2015
Approving body	The Cairnmillar Institute Council
Responsible officer	The Chair Academic Board
Implementation officer	The Head of School The Academic Registrar
Next review date	June 2017
Linked policies	Student Appeals Policy Student Grievance Procedures Policy
Linked forms	Testamur, Academic Transcript, Graduation Statement, Statement of Attainment

Purpose of this policy

The Cairnmillar Institute (the Institute) is committed to recognising and rewarding:

- Academic achievement, and
- Academic excellence

As part of that commitment, this policy sets out how the Institute:

- Confers degrees on students who are eligible to graduate
- Provides statements of attainment to students who have successfully completed units of study but have not completed a course for graduation
- Confers academic excellence awards on students who meet the criteria of academic excellence set out in this policy

Eligibility to graduate

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

- All course requirements have been met
- No financial debt is owed to the Institute
- There is no current suspension, exclusion or expulsion penalty on their record

Applying to graduate

The Academic Registrar sends eligible students:

- An invitation to graduate
- A testamur details form

The student must:

- Complete the testamur details form which includes:
 - Their current recorded full name as it appears in the enrolment system at time of graduation to be printed on the testamur
 - Advising of their attendance at the graduation ceremony
- Send the completed testamur details form to the Academic Registrar by the return date outlined on the invitation to graduate.

If the testamur details form is not returned by the date specified, the student's name:

- Will not be printed in the graduation ceremony program guide
- Will be printed on their testamur as it appears in the enrolment system

Students who do not wish to attend a graduation ceremony:

- Can have the award of their qualification or degree conferred in absentia
- Must collect their testamur from the Institute after the graduation ceremony.

Testamur

The Institute will issue a testamur to each student who has satisfied the requirements of a specific course and has graduated with the relevant award.

The testamurs are required to include:

- The full name of the student
- The name of the award
- The conferral date
- The Institute seal
- Signature of the Head of School
- A statement confirming: '*This is to certify that <Full Name of Student> was duly admitted to <Award Name> by The Council of The Cairnmillar Institute on <Conferral Date>'*.

Conferral date

The conferral date on the testamur is the date of the graduation ceremony. Testamurs cannot be provided to a student before their award is conferred at a graduation ceremony whether in person or in absentia.

Academic transcript and record of results

In addition to a testamur, the Institute must issue a graduation statement to each student who has satisfied the requirements of a specific course and has graduated with the relevant award.

The graduation statement includes the following information, as relevant:

- The Cairnmillar Institute is the awarding institution
- The full name of the student and ID number
- Date of issue
- The name of the award
- Conferral date of the award
- Academic achievements such as:
 - Completed units with grades
 - A thesis abstract
 - Awarded prizes or special achievements
 - Awarded scholarships
 - Additional course details or special requirements achieved within the course

Statement of attainment

The Institute issues a statement of attainment to a student when they have completed one or more units of study in a course.

The statement of attainment recognises that students may choose to complete only a unit or units of competence or study and this contributes to their progression towards achievement of their learning goals.

The statement of attainment will:

- Be in a form that ensures it cannot be mistaken for a testamur
- Include the statement '*A statement of attainment is issued when an individual has completed one or more accredited units*'.

The statement of attainment includes the following information, as relevant:

- That The Cairnmillar Institute is the teaching institution
- The full name of the student and ID number
- Date of issue
- Course name in which the student has completed units
- Academic achievements such as:
 - Completed units with grades

- A thesis abstract
- Awarded prizes or special achievements
- Awarded scholarships
- Additional course details or special requirements achieved within the course

Recognition of academic excellence

At a graduation ceremony, The Institute confers academic excellence awards in recognition of selected students' achievements.

Eligible students

Students who are in their final year for completion of a postgraduate course are eligible for nomination to receive an academic excellence award.

Nomination

At the end of each academic year, the Head of the School will ask the Coordinator of each course to nominate one student from each course for an academic excellence award.

The nomination should include the following information:

- The full name of the student and ID number
- Special academic achievements, such as:
 - Awards e.g an Australian Psychological Society (APS) prize
 - Commendations
 - Grades showing academic excellence
- A brief outline of specific activities highlighting how the student has contributed to Cairnmillar or the wider community, such as:
 - Pro-active membership of Cairnmillar committees
 - Voluntary work
 - Exceptional contribution to a professional association
- A brief outline of the personal qualities of the student and why they have won the respect and/or admiration of peers and lecturers/tutors

Selection

The Head of the School will:

- Review the nominations
- Approve those nominations which qualify for an an academic excellence award
- Make a recommendation to the Senatus to approve conferring an academic excellence award on those students who have been nominated and approved

Notification

Prior to the graduation ceremony, the Head of the School must notify those students who are to receive an academic excellence award at the ceremony.

Graduation ceremonies

Academic dress

Students receiving awards of their degree or qualification at a graduation ceremony must wear appropriate academic dress. The Institute will provide the required academic dress for the graduation ceremony.

Conduct of ceremonies

The Institute graduating ceremonies must be conducted in accordance with instructions issued by

the Academic Registrar, with the approval of the Institute Council, to students, staff and others attending the graduation ceremony.

References

Legislative and compliance framework relevant to the development of this policy:

Relevant authority for this policy	Australian Qualifications Framework : 2 nd edition January 2013
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Definitions

Academic record	An academic record confirms a student's progress in a course of study or completed qualification
Academic dress	The traditional clothing for academic settings of a gown and hood
Academic Transcript	A list of the results achieved in each unit of a course
Award	A qualification or degree is 'awarded' or granted at a conferring ceremony after all of the requirements for the qualification or degree are completed
Graduation Statement	Provides information on a student's higher education qualification, the institution at which the qualification was obtained and the Australian higher education system in one easy to read document.
In absentia	When a degree is conferred on a student without their presence at a graduation ceremony
Testamur	A testamur is a certificate or deed issued by an educational institution, that testifies that the recipient has successfully completed a particular course of study or confers an academic degree