

## Higher Education Awards and Graduation Policy

### Policy

This policy outlines the rules for students to receive a testamur for their program and attend a graduation ceremony; and the rules for academic regalia and graduation ceremonies.

This policy applies to staff and students of Carrick Higher Education who have completed courses for which Carrick Higher Education is accredited to offer.

### Definitions

Academic Regalia	The full academic dress required to be worn by graduands attending graduation ceremonies and by staff who are part of the procession.
Aegrotat Award	An Award Program deemed as complete, due to an incapacity that precludes the formal completion of an Award Program.
Award Program	A program of study accredited by the relevant state government department authorizing Carrick Higher Education to issue the award in accordance with the AQF.
Award Date	The date on which the Carrick Higher Education Academic Advisory Board (AAB) approves the recommended award for the applicant. This date is printed on the testamur.
Award Recipient	A Carrick Higher Education student who has submitted an Application for Award for an Award Program and is eligible to receive the Award and received a Testamur for that same Award Program.
Ceremony Schedule	List of graduation ceremony dates, times and venues for graduation ceremonies.
Completion Date	The date advised to the Student Administration Department that the student has completed the Award Program. This date is usually the Approved Results Release Date as defined in the Academic Calendar.
Graduate	A person who has successfully completed, and has been conferred and awarded, a degree.
Graduation	Formally admitted to the Award. This date appears on the testamur.
Graduand	A person who has been deemed eligible to receive an award but the award is yet to be conferred.
Letter of Completion	A letter issued by Carrick Higher Education indicating the satisfactory completion of a program.

## Definitions

Posthumous Award	An Award Program deemed as complete, after the time of death of the student.
Replacement Testamur	A replacement certificate issued when an Award Program has been completed and that Award conferred.
Testamur	A certificate issued at graduation upon admission to the relevant Award.

## Principles

Carrick Higher Education recognises the achievements of its students by formally conferring and presenting research and coursework degrees; diplomas; certificates and other awards at graduation ceremonies. These awards are conferred or presented under the authority of the Carrick Higher Education Academic Award Board at ceremonies held at various times and venues throughout the year.

### 1.0 Testamur

#### 1.1 Testamur Issue and Eligibility

- 1.1.1 On completion of the requirements for a program of study, students will be eligible to receive a testamur for that qualification (excluding Higher Education Nested Programs).
- 1.1.2 On completion of the requirements for both qualifications within a dual award or double degree program of study, students will be eligible to receive a testamur for each qualification.
- 1.1.3 On completion of the requirements for one qualification within a dual award or double degree program of study:
  - a) Students who are enrolled in a Higher Education Nested Program or those continuing studies towards the second qualification within the program of study will be eligible to receive evidence of completion of the first qualification, by way of a Letter of Completion.
  - b) Students who are not continuing studies towards the second qualification must withdraw from the second component of the program of study and will be eligible to receive a testamur for the completed qualification.
- 1.1.4 The testamur will be issued at graduation.

#### 1.2 Recipient's Name on Testamur

- 1.2.1 The recipient's name printed on the Testamur will be the student's legal name as recorded in the student management system at the time of printing the Testamur.

### **1.3 Award Program Title**

- 1.3.1 The Award Program Title printed on the Testamur will be the Award Program Title as recorded in the relevant state register of accredited courses.

### **1.4 Replacement Testamur**

- 1.4.1 Replacement testamurs are only issued if the original is lost or destroyed or the recipient has legally changed their name since the award was made.
- 1.4.2 All replacement testamurs are issued on the current official testamur stationery and in the current official format, and will state the testamur is a “replacement copy”.
- 1.4.3 A statutory declaration must be provided stating the need for the replacement testamur and, where possible, return the original testamur to be replaced.
- 1.4.4 A replacement testamur fee is payable, as outlined in the Student Fees and Charges Policy.

## **2.0 Graduation Ceremony**

All students must apply to graduate. It is not an automatic process.

### **2.1 Graduation Ceremony Attendance**

- 2.1.1 Students eligible for an award as defined by the Australian Qualifications Framework, are entitled to attend a graduation ceremony.
- 2.1.2 Students who wish to attend graduation must pay the appropriate Graduation Fee, as outlined in the Student Fees and Charges Policy.
- 2.1.3 An appropriate number of places will be set aside at each ceremony for graduands who have been unable to attend their graduation ceremony due to ill health or circumstances beyond their control.
  - 2.1.3.1 These students will be offered an ‘in recognition place’ in the next graduation ceremony for their awarding academic unit.

- 2.2 Graduands are permitted to defer a graduation ceremony one time only, providing notice is given in writing ten working days prior to the ceremony date. This deferral will stop the formal conferral of the award which will be made at a later graduation ceremony.

- 2.3 Graduands are permitted to change their attendance status at a graduation ceremony one time only providing notice is given within the defined time lines:

- 2.3.1 Changing status from Attending to in Absentia - notification must be received in writing at least 10 working days prior to the scheduled ceremony date.

2.3.2 Changing status from in Absentia to Attending - an Amendment to Application for Award/Graduation form must be submitted at least four weeks prior to the scheduled ceremony date. Attendance is not guaranteed and is subject to a place being available in the ceremony.

2.4 Graduands are entitled to a refund of graduation fees paid, minus an administration/cancellation fee as outlined in the Student Fees and Charges Policy, if cancellation of attendance made within the defined timelines.

### **3.0 Academic Regalia**

#### **3.1 Academic Regalia for Graduation Ceremonies**

3.1.1 Graduands attending a graduation ceremony are required to wear the appropriate academic regalia. Graduands may provide their own academic regalia but the academic regalia must conform with Carrick Higher Education's academic regalia.

3.1.2 Carrick Higher Education Graduates who have had an award conferred or who have been deemed eligible to graduate by the Academic Advisory Board shall be eligible to wear the academic regalia appropriate to the award.

#### **3.2 Academic Regalia for Hire**

3.2.1 Academic Regalia can be hired on payment of the appropriate Regalia Hire Fee and Deposit as outlined in the Student Fees and Charges Policy.

3.2.2 The Deposit will be fully refunded on the return of the academic regalia in the same condition as when it was hired.

3.2.3 Students who have not yet graduated or have not satisfied the requirements of their Award Program may not hire academic dress.

3.2.4 Academic regalia hire fees are for a 4 hour period and must be returned by the end of the ceremony. Late fees will be payable as outlined in the Student Fees and Charges Policy.

### **4.0 The Granting of Aegrotat or Posthumous Awards**

4.1 The Carrick Higher Education Academic Advisory Board may consider granting an aegrotat or posthumous award by course work under the following conditions:

4.1.1 A student has died or sustained an incapacitating injury or illness that precludes the completion of an Award Program.

4.1.2 The student had been enrolled for the Award Program at the time of the injury, illness or death.

4.1.3 At the time of injury, illness or death, the student must normally have had no more than one equivalent teaching period of full-time study remaining to complete the Award Program.

- 4.1.4 The student's results whilst studying at Carrick Higher Education were such as to lead the awarding academic unit to a reasonable conclusion that the student would have successfully completed the requirements of the Award Program.

## **5.0 Letter of Completion**

Students deemed eligible for an award, but who have not yet received their testamur, may apply to receive a Letter of Completion. Any charges associated with this are outlined in the Student Fees and Charges Policy.

### **Related Policies**

CHEMP 3 Student Fees and Charges

CHESMP 50 Higher Education Awards and Education Procedures

### **Related Forms**

CHESMF 40 Application to Graduate form

CHESMF 41 Amendment to Application to Graduate form

CHESMF 42 Request for Replacement Testamur form

CHESMF 43 Academic Regalia Hire form

CHESMF 44 Request for Letter of Completion form

### **Policy Locations**

P: Drive

MyCarrick

Website