

	Graduation, Transcripts and Testamurs Policy & Procedures
Document Type	Academic Policy
Administering Entity	Dean of Studies
Latest Amendment /Approval Date	April 2018
Approval Authority	Institute Board
Indicative time of Review	Triennially (2021)
Responsibility for review	Campion Executive Committee Academic Board
DOCUMENT ID: ACDPOL023	VERSION: 2.0
CUSTODIAN: Dean of Studies	AUTHORISED BY: President
Related Documents	<ul style="list-style-type: none"> • Student Code of Conduct • Assessment Policy • Attendance Policy • Recognition of Prior Learning Policy • Academic Grievance Procedures

1. Purpose

Graduation is the formal process of the conferring of a qualification by the Institute Board. This policy defines who is eligible to graduate from an award course at Campion and describes the requirements for issuing official and certified documentation.

2. Definitions

AQF means The Australian Qualifications Framework, a national policy which describes the minimum standards and levels of Australian qualifications and award courses.

Course means a structured sequence of study leading to the recognised qualification, such as degree or diploma.

Graduand means a student who has completed all the course requirements and has been deemed eligible to graduate.

Graduate means a student who has had their qualification conferred on them by the Institute Board, the governing body of Campion College.

Graduate in absentia means to have a qualification conferred without being physically present at an official graduation ceremony.

3. Scope

This policy applies to all students and to all qualifications conferred on students from any course at Campion College

4. Principles

Campion College is committed to conferring qualifications upon eligible students in accordance with the *Higher Education Standards Framework (Threshold Standards) 2015*.

5. Policy

5.1 Eligibility

5.1.1 students eligible to graduate must successfully complete the following minimum sequence requirements:.

- The *Diploma of Liberal Arts-Foundations of the Western Tradition* consists of a minimum of 8 six-credit point units of study; that is, a total of 48 credit points.
- The Diploma of Classical Languages consists of a minimum of 8 six-credit point units of study; that is, a total of 48 credit points.
- The *Bachelor of Arts in the Liberal Arts* consists of a minimum of 24 six-credit point units of study; that is a minimum total of 144 credit points.

5.1.2 The Bachelor of Arts also requires students to complete:

- All core units in 100 and 200 levels;
- a minimum of two Science units.

5.1.3 Students who expect to be eligible to graduate at the end of a semester should apply in writing to the Dean of Studies to do so. Students will be informed if they will be eligible to graduate at the end of that semester.

5.1.4 Some students may apply for and receive official Recognition of Prior Learning from the College, usually on the basis of prior formal studies, that will count as successful completion of a subject or subjects.

5.2 Non Eligibility

5.2.1 Students who have satisfied all academic requirements for the completion of the course in which they have enrolled will not be permitted to graduate until they have settled all their financial obligations, including:

- Outstanding tuition fees.
- Outstanding fines
- Outstanding residential fees.

5.2.2 Students who are suspended or excluded from the College will not be eligible to graduate;

6. Official and Certified Academic Documents

6.1.1 Campion issues the following official and certified documents to eligible graduands:

- Testamur,
- Academic transcript,
- Australian Higher Education Graduation Statement.

6.2 Testamur

6.2.1 The testamur is an official and certified document identifying that the student named on the document has successfully completed the course, also identified.

6.2.2 Campion testamurs are issued under the authority of the Institute Board, pursuant to the formal registration and accreditation granted by the Tertiary Education Quality Standards Agency.

- 6.2.3 Each testamur contains the following:
- Campion Seal identifying the institution issuing the award;
 - Title of the award;
 - Date of the award;
 - Full name of the student;
 - Signatures of the President, Chairman of the Institute Board, and Dean of Studies

6.3 Academic Transcript

6.3.1 The academic transcript is an official and certified document detailing a student's enrolment record at the College.

6.3.2 Each transcript contains the following:

- Campion College's name and logo;
- Name of the course;
- Enrolment status of the student;
- Full name and number of the student;
- A complete list of units in which the student enrolled, in chronological order, indicating the units' credit points, as well as mark and grade attained;

6.3.3 Recipients of the Community Engagement and Leadership Award will also have this recorded on their transcripts.

6.3.4 Transcript copies may be issued, with an administrative fee, to students at any time during their time at Campion College. Extra copies can be requested, also with an administrative fee, after the graduation ceremony. .

6.4 Australian Higher Education Graduation Statement

6.4.1 The AHEGS is an official and certified document detailing a student's enrolment record containing the following:

- Full name of the graduate;
- A description of the award;
- A brief description of Campion College;
- A listing of the graduate's academic achievements, including units completed, as well as marks and grades attained.
- A key to grading;
- An explanation of the Australian Qualifications Framework, as well as the AQF logo.
- A quality assurance statement, ie: a statement of Campion's commitment to quality higher education.
- Information about the Community Engagement and Leadership Award, considered to be relevant to a student's overall formation while at Campion.

7 Procedure

7.2 Any student who is likely to be eligible to graduate is required to register to graduate several months prior to the next graduation ceremony. The date will be set annually by the Dean of Studies.

7.3 Eligibility to graduate is confirmed by the Academic Board as soon as possible after the completion of the academic year and following a meeting of the Board of Examiners.

7.4 Graduands may be required to hire or purchase their academic gowns and paraphernalia.

7.5 Students who are otherwise eligible to graduate but who will not be able to attend the official graduation ceremony should apply to graduate *in absentia*.

8 Roles and Responsibilities

8.2 The Dean of Studies is responsible for checking the eligibility of all students registering to graduate.

8.3 The Academic Board is responsible for approving the list of graduands.

8.4 The Chairman of the Institute Board is responsible for conferring the award on behalf of the governing body.

9 References

This policy has been reviewed and amended using, as a model, the *Graduation, Transcripts and Testamur Policy* from the Asia Pacific International College, especially in relation to the wording and formatting of items 5 and 6.

10 Policy History

Version	Date of approval	Amendment
1	2016	New Policy
2	2018	1. Formatting 2. Addition of items 2, 3, 4, 5.1.2, 6, 7, 8, and 9.