

Version	2.0
Short description	A policy on the eligibility for students to graduate from Avondale and the protocols for award conferral and attending the graduation ceremony.
Relevant to	All students
Authority	Avondale University Council
Policy owner	Provost
Responsible office	Student Administration Services
Date approved	30 March 2023
Date effective	3 April 2023
Review due	March 2025
Related Avondale documents	<p>Academic Documents Policy</p> <p>Posthumous Award Policy</p> <p>Verification of Credentials Policy (Students)</p> <p>Higher Education Specific Policies:</p> <ul style="list-style-type: none"> Advanced Standing Policy Awards with Distinction Policy Jointly Conferred Award Policy and Rules <p>Vocational Education and Training Specific Policies:</p> <ul style="list-style-type: none"> Conferring of Awards Policy and Procedure Recognition of Prior Learning/Recognition of Current Competency Policy and Procedure
Related legislation	Higher Education Standards Framework (Threshold Standards) 2021
Key words	award conferral, graduation

1. PURPOSE

- 1.1 This sets out Avondale University's (Avondale) policy on a student's eligibility to graduate from an accredited course, the award conferred, and the protocols for receiving graduation documents and attending the graduation ceremony.
- 1.2 The objectives of this policy are to:
- Identify the criteria to be fulfilled for a student to graduate;
 - Outline Avondale's process to approve a student's eligibility to graduate, including the award conferred;
 - List the official documents graduates of Avondale will receive and identify when they will be given;
 - Outline the process potential graduands need to follow to identify if they are attending their graduation ceremony and check the name which will be on their graduation documents;
 - Outline the appropriate wearing of academic dress/regalia to be worn by graduands/graduates at Avondale graduation ceremonies.

2. SCOPE

- 2.1 This policy applies to students who complete an accredited Higher Education or Vocational Education and Training course at Avondale.
- 2.2 This policy does not apply to students who complete a Vocational Education and Training short course at Avondale.

3. REFERENCES

- 3.1 This policy should be read in conjunction with the:

- Academic Documents Policy
- Posthumous Award Policy
- Verification of Credentials Policy (Students)

Higher Education Specific Policies:

- Advanced Standing Policy
- Awards with Distinction Policy
- Jointly Conferred Award Policy and Rules

Vocational Education and Training Specific Policies:

- Conferring of Awards Policy and Procedure
- Recognition of Prior Learning/Recognition of Current Competency Policy and Procedure

4. DEFINITIONS

- 4.1 **Academic dress (regalia):** the official dress consisting of a gown, hood or stole, and trencher (mortar board) or bonnet to be worn by graduands/graduates of Avondale. There is specified academic dress for each award – see

<https://www.avondale.edu.au/students/graduation/prepare/step-5/>

- 4.2 **Award:** The qualification (degree, diploma or certificate) conferred on a student when the requirements of the relevant accredited course have been met.
- 4.3 **Award with Distinction:** Granted to eligible higher education graduands who are outstanding achievers as identified by obtaining a minimum GPA of 6.25 for all of the Avondale units completed in a course for which they will receive an award. Any units completed at external institutions and transferred across by credit transfer or advanced standing into the course are not included in the GPA calculation.
- 4.4 **Conferral:** the act of granting an award to a student, either in person or in absentia, at an official graduation ceremony.
- 4.5 **Conferral date:** the date of the graduation ceremony when the academic achievement is recognised.
- 4.6 **Course completion:** occurs once a student has completed the requirements of an accredited course as verified by the relevant course convenor.
- 4.7 **Exit (nested) course:** a qualification nested in a course leading to a higher level qualification. Once the units completed earlier in the articulated sequence meet the course requirements of the lower level, nested qualification, the student may choose to exit with that qualification rather than remaining enrolled and completing the higher level qualification. If the lower level award has been conferred, the student has the right to subsequently enrol in the higher level course. In such circumstances the completed units will be credited to the higher level course if they comply with the time rules of the Advanced Standing Policy. Where a student who has graduated from a lower, nested qualification subsequently graduate from the higher level qualification, the lower qualification becomes redundant and therefore should not be cited.
- 4.8 **Graduation:** the moment when an award is conferred on a graduand; also the official ceremony at which awards are conferred.
- 4.9 **Graduation fee:** the fee students are required to pay to attend their Avondale graduation ceremony in person, to cover the cost of their academic dress and official photograph, and graduation gift as determined by the graduating class. Those who choose to graduate in absentia are not required to pay the graduation fee.
- 4.10 **Graduand:** a student who has been confirmed to have completed the requirements of an accredited course but who is yet to have the award conferred.
- 4.11 **Graduate:** Noun – a student who has had an award conferred on them.
Verb – a student who has successfully completed the requirement of a course and the award has been conferred.
- 4.12 **Graduation in absentia:** when an award is conferred on a student without their presence at the graduation ceremony. Where a student graduates in absentia their graduation documents will either be available for collection or posted after the graduation ceremony.
- 4.13 **Jointly conferred award:** an award that is conferred by more than one education institution. Avondale entered a jointly conferred award scheme with Charles Sturt University for its higher education awards from December 2015. This will be phased out from semester two 2022 and will continue for existing students during a transition period ending 31 December 2025.
- 4.14 **My Reports:** The student management system (SMS) based software accessible to all staff which enables current data to be reviewed, including the list of potential graduands in the current year.

5. RESPONSIBILITIES

Students

In order to be eligible to graduate from a course at Avondale, students are required to:

- 5.1 Have satisfactorily completed all academic requirements of their course.
- 5.2 Have no outstanding administrative encumbrance with Avondale, including having no financial debt owed to Avondale.
- 5.3 Graduate at the Avondale graduation ceremony scheduled after they have been made course complete and approved for award conferral.
- 5.4 Not have already graduated from that course (e.g. in absentia).
- 5.5 Log into Student Connect through the 'Graduation Invitation' menu, when advised to do so during the second half of the academic year, and identify their intention to attend the graduation ceremony, or to graduate in absentia, and to provide all other information requested. This includes checking their name, as recorded in the Student Management System, is correct. Requests for name changes must be submitted to Student Administration Services no later than 10 working days prior to the graduation ceremony.

Student Administration Services Staff

- 5.6 Staff in Student Administration Services will request course convenors, prior to the commencement of semester 1, to review and update regularly the current list of potential graduands for the next graduation ceremony. This list is made available to all staff through My Reports and is to be maintained over the duration of the academic year prior to graduation.
- 5.7 Action requests from course convenors to update the current list of potential graduands for the next graduation ceremony.
- 5.8 Prepare and issue a Course Completion letter when a student completes the requirement of their course ahead of the scheduled graduation date.

Course Convenors

It is the responsibility of course convenors to:

- 5.9 Regularly check the list of potential graduands in My Reports and to communicate to Student Administration Services by email, the names of any students to be added and those who need to be removed from the list as soon as it can be determined it is not possible for them to meet the course requirements in that academic year.
- 5.10 Confirm that students purported to have met the academic requirements of their course, and unit set/s where relevant, have done so, and to make them course complete in the Student Management System.

Director, Student Administration Services

The Director, Student Administration Services will:

- 5.11 Ensure the Avondale Academic Board (by delegated authority for the Avondale Council) and the Charles Sturt University (CSU) Council, through the CSU Senate, are provided with a list of the potential graduands for higher education awards in a scheduled graduation ceremony, in a timely manner for approval.

- 5.12 Ensure the Avondale Academic Board (by delegated authority for the Avondale Council) and the Charles Sturt University (CSU) Council, through the CSU Senate, are provided with a list of graduands eligible to receive their award with distinction, in a timely manner for approval.
- 5.13 Along with CSU's Academic Secretary, ensure the sealing of the higher education testamurs in a timely manner for each scheduled graduation ceremony.
- 5.14 Ensure the Avondale Academic Board receives in a timely manner for approval, a list of Vocational Education and Training potential graduands.
- 5.15 Oversee the preparation of the graduation documents, for each eligible graduand, as follows;
- For Higher Education Awards:
- a) Testamur
 - b) Australian Higher Education Graduation Statement
 - c) Transcript of Academic Record
- For Vocational Education and Training Awards:
- d) Testamur
 - e) Statement of Attainment (where relevant)
 - f) Transcript of Academic Record
- 5.16 Ensure the official graduation documents given to students at their graduation ceremony are provided at no cost.

6. CONFERRAL OF AWARDS

- 6.1 Awards are conferred at the official graduation ceremony with the following exceptions:
- 6.1.1 Doctor of Philosophy candidates whose conferral date is identified as the date when the Academic Board approved their eligibility to have the award conferred. The Director Higher Degree Research will issue a letter of course completion in addition to the candidate being issued with an official academic transcript. The letter advises that the title of 'Dr' can now be officially used. They are then eligible to attend the next scheduled graduation ceremony for their hooding ceremony and public acknowledgment of their award. Their testamur, presented at the ceremony, will have the date of Academic Board approval as the conferral date, and not the date of the ceremony.
- 6.1.2 Vocational Education and Training students who have been approved by the Academic Board as having met the requirements of their course are entitled to have their award conferred and receive their testamur without having to wait until the next scheduled Avondale graduation ceremony. If, however, they choose to attend the next scheduled Avondale graduation ceremony, their testamur will not be issued until that ceremony. Students are required to notify Student Administration Services of their intentions at the start of their course or, at the very latest, 4 weeks prior to completion of their course. Student Administration Services will assume that these students intend to receive their testamur upon completion of their course unless otherwise stated.

- 6.2 Avondale will not confer an award where a higher education student completed their course requirements more than 10 years earlier.
- 6.3 The Director, Student Administration Services is responsible for maintaining the conferral process at the graduation ceremony.
- 6.4 The awards conferred at a graduation ceremony are granted from highest to lowest.
- 6.5 In line with the Australian Skills Quality Authority (ASQA) General Direction on Transition and Teach-out, Avondale will not issue or confer an award on a Vocational Education and Training student for a nationally recognised training package qualification that was deleted (or superseded), or an accredited course that expired (or was superseded) more than 12 months before the student's completion of the relevant course.
- 6.6 The conferral of an award is public information and Avondale will publish graduates' names and awards conferred, and their conferral dates.

7. POSTHUMOUS AWARDS

- 7.1 If a student dies before conferral of their award, they may be considered for a posthumous award under Avondale's Posthumous Award Policy.

8. WITHDRAWAL OR REVOCATION OF AWARDS

- 8.1 To ensure the integrity of Avondale's records, awards may be:
 - a) Withdrawn by Avondale's Academic Board if they are found to have been issued in error. Where established, the student will be instructed to return the testamur. In the event of an error in calculating the student's award level the student needs to be issued with a replacement testamur at the correct award level. It is the responsibility of the relevant School to explain the situation to the student and to arrange the return of the testamur by the student to Student Administration Services.
 - b) Revoked by Avondale's Academic Board where there is subsequent evidence that the graduate committed academic misconduct in an assessment task associated with requirements for that course.
- 8.2 The withdrawal or revocation of any awards will be reported to the Avondale Council and to CSU's Senate where it involves a jointly conferred award.

9. RECORDKEEPING

- 9.1 The Director, Student Administration Services will be responsible for a register of awards conferred, comprising:
 - a) Details of graduands conferred at each graduation ceremony; and
 - b) Details of all withdrawal or revocations of awards.

Table of amendments

Version Number	2.0	Replaces Version	1.1, 26 February 2021
Implementation Date	4 April 2023	Scheduled Review Date	March 2025
Approving Body	Council	Approval Date	30 March 2023
Policy Owner	Provost	Date first introduced	8 August 2017
Short description of amendment	<ul style="list-style-type: none">• Updated the dates associated with the joint conferral of awards• Updated the process of maintaining the list of potential graduands for the next graduation ceremony		