

GRADUATION AND CONFERRAL POLICY

PURPOSE

This document articulates the requirements and responsibilities for the conferral of awards, graduation ceremonies and the documentation of student results for CG Spectrum Institute's (CGSI) accredited higher education courses. The policy outlines the policy for provision of replacement certification documents, and how CGSI prevents fraudulent reproduction.

SCOPE

This policy applies to authorised certification documentation issued by CGSI, and all students enrolled in, or who have fulfilled the requirements for, CGSI's accredited higher education courses.

DEFINITIONS

An Award means a qualification accredited by the Tertiary Education Quality and Standards Agency according to the Australian Higher Education Standards Framework and the Australian Qualifications Framework, which is conferred on a student who has fulfilled the requirements of the course leading to the award.

Completion means a student has fulfilled all requirements of an CGSI accredited higher education course and is entitled to have the award conferred.

Completion Date means the date on which a student has fulfilled all requirements of the course.

Conferral means the formal decision by the Governing Board to confer an award on a graduand.

Conferral date means the date of the decision to confer an award.

A Graduand means a student whose completion of a CGSI accredited higher education course has been confirmed, and the award has not yet been conferred.

A Graduate means a student who has had an award conferred on the basis of course completion.

Graduation means the moment when an award is conferred on a graduand.

Statement of Academic Completion means a statement, authorised by the Executive Dean, that a student has completed all requirements of a CGSI accredited higher education course.

Statement of Attainment means a statement, authorised by the Executive Dean, issued for partial completion or completion of a CGSI course. It includes details of subjects enrolled in and awarded grades, and any advanced standing and academic credit given in CGSI's accredited higher education courses.

Record of Results means the certification document awarded to students who have fulfilled all requirements for their enrolled course, which lists units of study completed and awarded grades, and any advanced standing and academic credit given in CGSI's accredited higher education courses.

Testamur means the certification document signed by the Chair of the Board of Directors, awarded on fulfilment of all requirements for the enrolled course, stating that an award has been conferred on a graduand and listing the student's name and the full course title.

RESPONSIBILITIES

The **CEO** is responsible for:

- the implementation and compliance monitoring of this procedure;
- recommending to the Academic Board that the students be awarded their qualification;
- maintaining the conferral and graduation process.

The **Executive Dean** is responsible for:

- issuing Statements of Academic Completion;
- issuing Statements of Attainment;
- verifying that students have satisfactorily completed all course and institutional requirements to the CEO.

As documented in CGSI's Delegation of Authorities Schedule:

The **Academic Board** is responsible for confirming the list of graduates and referring this to the Governing Board for approval and final ratification.

The **Governing Board** is responsible for approving graduating students and issuing authorised award certification documentation which is compliant with the AQF Qualifications Issuance Policy, Standard 1.5 of the TEQSA Higher Education Standards Framework, and the related procedure.

PRINCIPLES

Conferral of Awards

1. Subject to confirmation of completion of their enrolled courses, students may elect to graduate at a ceremony or in absentia.
2. In the case that a student has died or become subject to an ongoing disability without completing all course requirements, but has completed a substantial proportion of the requirements, the Academic Board may recommend to the Governing Board that the student has satisfied course requirements in aegrotat. The testamur shall include the words "in aegrotat" following the award title.

3. Award conferral is public information. CGSI may publish graduates' names and awards conferred, and their conferral dates.

4. Award certification documentation, namely the testamur and record of results, will be issued on paper bearing a watermark and/or embossing to protect against fraudulent reproduction and use.

Graduation

1. A student may not graduate more than once with the same award.
2. A graduand may be declined permission to graduate in person or in absentia where:
 - a. the student is the subject of an allegation of misconduct and their completion is dependent on the outcome of a hearing into the allegation that has not yet been completed, and/or
 - b. A decision has been reached by the Assessment Committee and ratified by the Academic Board that the student be denied the right to have the award conferred or to attend a ceremony as a result of a proven case of misconduct by the student.
3. CGSI may decline a graduate's permission to graduate in person if there are reasonable grounds for believing that the graduand's presence at the ceremony would constitute a risk to the safety of any person.

Withdrawal or Revocation of Awards

1. To ensure the integrity of CGSI's awards and academic records, awards may be withdrawn if it is found that they have been issued in error
2. The Academic Board will advise the Governing Board of instances where the Academic Board finds that an Award has been issued in error and needs to be withdrawn. In such cases, the Governing Board will confirm withdrawal of the Award. The Executive Dean will advise the student accordingly.

Replacement Certification Documents

Testamurs may be replaced on a fee for service basis when:

- a. The original testamur is available but is damaged.
- b. The graduate provides a statutory declaration that the testamur is not available, and provides proof of her/his identity.

Recognition of outstanding achievement by graduates

1. In order to recognise outstanding academic achievement within each CGSI course, the following merit-based award will be granted for students in each graduating cohort: *The CG Spectrum Institute Academic Excellence Award - [Name of degree or diploma]*.

2. In order to recognise outstanding artistic, creative and/or technical achievement within CGSI courses, the following merit-based award will be granted for students in each graduating cohort: *The CG Spectrum Institute Creative Industries Award*.

RELATED

Student Progression Exclusion and Graduation Policy
 Student Progression Exclusion and Graduation Procedure
 Graduation and Conferral Procedure
 Student Assessment Policy
 Student Assessment Procedure
 Quality Assurance Framework

Version Control

Document: Graduation and Conferral Policy		
Approved by: Academic Board		Date: March 27, 2024
Version: V3.1	Previous Version: V3.0	Next Review: 2026
	This version offers a revision of V 3.0 to include policy relating to CGSI awards for outstanding achievement.	V3.0 was approved in August, 2023.
V2.0	Alignment with CGSI Learning and Teaching Plan, job titles and academic processes.	