

## Program Completion and Conferral Procedure

### 1. Purpose

- (a) The College offers academic programs leading to both:
  - i. higher education awards within the Australian Qualification Framework (AQF); and
  - ii. awards that are not AQF awards but are those of the College, such as the award for completion of a Foundation Studies program.
- (b) This Procedure sets out the key steps to be taken by the College in relation to program completion and award conferral for both AQF awards and non-AQF awards.

### 2. Scope

This Procedure applies to:

- (a) students enrolled in an award program;
- (b) graduates of an award program;
- (c) staff involved in the administrative processes pertaining to the completion and conferral of awards; and
- (d) members of decision-making bodies.

### 3. Procedure details

#### 3.1. Setting and publishing requirements for completion

- (a) The Academic Board approves the detail of program admission requirements, program structures, course values for programs, and other specific academic requirements for award program completion.
- (b) The Academic Board approval process ensures that approved award programs align with the Australian Qualifications Framework and its approval documentation testifies to this.
- (c) The Academic Board program approval documentation, which will include a summary of program completion requirements, is the source of truth regarding requirements for the completion of any award program.
- (d) The Academic Board approval documentation will be available within the College on a secure system and will be the reference point for actions encompassing academic planning, marketing, and student administration relevant to the program.
- (e) Once Academic Board and TEQSA approves an award program, the Academic Board Secretariat will notify the Office of the Chief Executive Officer.
- (f) The Chief Executive Officer, in liaison with the Executive Director, Academic, will decide if and when to offer an approved award program.

- (g) Once the Chief Executive Officer confirms that an approved award program is to be offered and confirms the timing of its first intake, the Office of the Chief Executive Officer will notify the Executive Director, Academic, who will commence the academic planning required for delivery.
- (h) Once the Chief Executive Officer confirms that an approved award program is to be offered and confirms the timing of its first intake, the Office of the Chief Executive Officer will notify the Director of Marketing, who will initiate the publishing of clear and comprehensive information, including requirements for completion, regarding the approved award program on the UNSW College website and in any other relevant publications.
- (i) Once the Chief Executive Officer confirms that an approved award program is to be offered and confirms the timing of its first intake, the Office of the Chief Executive Officer will notify the Head of Academic Services, or their nominee, who will initiate the setting up of the administrative systems that are required to track student progress in the approved award program and to confirm that a student has satisfied the requirements for completion of the approved award program.

### **3.2. Student orientation, academic progression and confirming completion**

- (a) The Head of Academic Services, or their nominee, through the delegated officers in the Student Services team, will provide students commencing an award program with clear and comprehensive information regarding the requirements for award program completion, optimal enrolment patterns to achieve timely completion, and opportunities for online and face to face academic counselling.
- (b) The Head of Academic Services, or their nominee, through the delegated officers in the Student Services team, will provide students commencing an award program with clear and comprehensive information regarding formal articulation pathways that are available to students completing College award programs, and will update students if more pathways become available as they progress through their programs.
- (c) The Head of Academic Services, or their nominee, through the delegated officers in the Student Services team, will monitor students' academic progression and provide enrolment advice as required to assist them with timely completion and to limit enrolment choices that are sub-optimal.
- (d) The Head of Academic Services, or their nominee, through the delegated officers in the Student Services team, will, after census date in each study period, identify on the student system those students who will in principle be able to meet the requirements for the completion of their award in that study period. This information will be used as required for logistical planning regarding conferral arrangements, including any graduation ceremony.
- (e) The final grades for a student for that study period are approved by the Assessment and Integrity Committee on the recommendation of the Course Convenor and UNSW Quality Assurance and Review Consultant, and entered as final grades on the student system.

- (f) The Head of Academic Services, or their nominee, through the delegated officers in the Student Services team, then confirm whether or not that student has met the requirements for completion of the award program in which they are enrolled and, where the requirements have been met, indicate that on the student system.
- (g) Once it is determined that a student has met the academic requirements for completion of the award program in which they are enrolled, the Head of Academic Services, or their nominee, through the delegated officers in the Student Services team, will:
  - i. confirm that the student has paid all fees owing to UNSW College; and
  - ii. confirm that there is no UNSW College Policy or Procedure applicable to students with which the student has not complied and where non-compliance constitutes a reason for not conferring the award.
- (h) Once it is determined there are no reasons for not conferring the relevant award, the Head of Academic Services, or their nominee, through the delegated officers in the Student Services team, will record this on the student system.

### **3.3. Conferral and graduation**

- (a) On the relevant date, as specified in the College calendar, the Manager Academic Services, or their nominee, will provide the Academic Board Secretariat with a list of those students who have completed the requirements of a particular award.
- (b) The Board of Directors authorises the Academic Board Chair, on its behalf, to consider and approve the course completions and graduand lists confirming that a student has completed the requirements of the particular award.
- (c) In approving the course completions and graduand lists, the relevant award is conferred and the conferral date is that on which the Academic Board Chair approves the course completions and graduand lists.
- (d) The Academic Board documentation relating to the determination of conferral is the source of truth of regarding approval of conferral of particular awards and will be available within the College on a secure system.
- (e) The Academic Board Secretariat provides the Head of Academic Services, or their nominee, with the determination made by the Academic Board Chair, and the Head of Academic Services, or their nominee through the delegated officers in the Student Services team, indicates on the student system those students upon whom a particular award had been conferred.
- (f) Those students upon whom an award has been conferred may attend a graduation ceremony at which the conferral of their award is acknowledged and celebrated.
- (g) The Head of Academic Services is responsible for the organisation and oversight of graduation ceremonies.

### **3.4. Testamurs and record keeping**

- (a) The Head of Academic Services, or their nominee, in liaison with relevant Information Technology staff, ensures the College maintains a register, with identifying information, of graduates of its award programs in a secure, backed-up

system, which it will take all reasonable steps to protect from security breaches and other fraudulent manipulation.

- (b) The Head of Academic Services, or their nominee, ensures that the security of the register is regularly tested, and its security features regularly reviewed and upgraded, and will report the outcomes of testing and reviews, and the nature of upgrades, to the College Chief Executive Officer and to the Academic Board.
- (c) The Head of Academic Services, or their nominee, through the delegated officers in the Student Services team, provides a testamur to each student upon whom an award has been conferred and who is listed in the register of graduates, either in person or through the mail. The testamur is a legal document that includes the graduate's name as recorded in the student system, the name of the award conferred, the name of the conferring institution, the date of conferral and other information required by the HESF or other applicable laws.
- (d) In addition to the inclusions indicated above, the testamur may specify specialisations within a particular award, where the Academic Board has decided that this is academically appropriate.
- (e) The Head of Academic Services, or their nominee, may approve the expedited issuance of a testamur if it is genuinely required for some significant purpose and other documentation will not suffice, such as employment, work visa, or admission to further study, on submission of relevant documentary evidence of the need by a student.
- (f) The Head of Academic Services or their nominee may approve the issuance of a replacement testamur if, for example, the original has been lost, stolen, destroyed or damaged, or if the student has changed their name, or if the original testamur contains an error.
- (g) The Head of Academic Services, or their nominee, in liaison with relevant experts, determines the security features utilised in the testamur, which reasonably mitigate the risk of fraudulent testamurs being produced or testamurs being fraudulently used.
- (h) The Head of Academic Services, or their nominee, through the delegated officers in the Student Services team, ensures that students who have met the requirements for completion of the award for which they are enrolled can access a transcript of their academic results.
- (i) The Executive Director Student Life and Academic Services, in liaison with relevant experts, determines the security features utilised, regarding accessing transcripts of results, to reasonably mitigate fraudulent accessing, or misuse, of the transcript of results.

### **3.5. Rescission and correction**

- (a) Awards that have been conferred may, in exceptional circumstance, be rescinded or corrected, as when an award, or the wrong award, has been conferred as a result of an administrative error, or where rescission is an appropriate penalty for breach of a Policy or Procedure, e.g. a breach of the [Academic Integrity Policy](#).

- (b) Where rescission or correction is required, the Executive Director Student Life and Academic Services makes a recommendation, with explanatory details, to the Academic Board Chair, who, if satisfied that rescission or correction is appropriate, makes a recommendation to the UNSW College Board.
- (c) Where the UNSW College Board decides to rescind or correct an award, the Academic Board Chair and the Executive Director Student Life and Academic Services are notified and the Executive Director Student Life and Academic Services initiates the required changes in the student system and register of graduates, ensuring that the reasons for rescission or correction are clearly set out and included in the student system.

#### 4. Procedural roles and responsibilities

Role	Responsibility
Academic Board Chair	Approves, under delegation from the Board and on behalf of the Academic Board, the conferral of awards.
UNSW College Board of Directors	Rescinds or corrects awards conferred.
The Chief Executive Officer	Decides if and when an award program is initially to be offered and initiates processes which facilitate student recruitment, academic delivery and program administration.
Executive Director Student Life and Academic Services	Overall management of processes relating to transcript integrity and security, and recommendations related to rescission or correction of transcripts.
Program Leader	Approves the grades to be entered as final grades on the student system.
Head of Academic Services	Overall management of processes relating to identifying students who have met the requirements for completing their awards, identifying students eligible to have an award conferred, and managing processes related to graduation, conferral, rescission and correction.

#### 5. Definitions

Definitions and Acronyms	
Academic transcript	The official record of courses attempted and completed in a program of study and the grades achieved in those courses.
Aegrotat award	An award conferred on a student who because of illness or incapacitating conditions is unable to complete the standard requirements for that award.

Definitions and Acronyms	
Australian Qualifications Framework (AQF)	The national Policy for regulated qualifications in Australian education and training, incorporating the qualifications from each education and training sector into a single comprehensive national qualifications framework.
Award	A degree, diploma or certificate conferred following completion of an award program, providing official recognition of successful completion of that program.
Award program	A program of study, the successful completion of which, may result in the conferral of a formal award aligned with the Australian Qualifications Framework, or another formal award from an institution.
Census date	The date in a study period at which program enrolments are determined for reporting to the Commonwealth.
Conferral	The formal and authorised granting of an award by the governing body of an educational institution to a person whose academic achievements entitle them to that award.
Credit	The value assigned for the recognition of equivalence in content, volume of learning, and learning outcomes between different types of learning or qualifications within and between institutions.
Formal Articulation Pathway	An arrangement formally established in writing between UNSW College and another institution such that the latter provides an agreed quantum of credit to a graduate of a UNSW College program into one of its programs.
Graduate	The recipient of an award that has been conferred.
Testamur	The legal document attesting to the conferral of an award.

Related Policy Documents and Supporting Documents	
Legislation and government policy	<ul style="list-style-type: none"> <li>• <a href="#"><u>Australian Qualifications Framework</u></a></li> <li>• <a href="#"><u>Education Services for Overseas Students (ESOS) Act 2000 (Cth)</u></a></li> <li>• <a href="#"><u>Higher Education Support Act 2003 (Cth)</u></a></li> <li>• <a href="#"><u>Higher Education Standards Framework (Threshold Standards) 2015 (Cth) or HESF</u></a></li> <li>• <a href="#"><u>National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth)</u></a></li> </ul>
Policy	<ul style="list-style-type: none"> <li>• <a href="#"><u>Program Completion and Conferral Policy</u></a></li> <li>• <a href="#"><u>Assessment Policy</u></a></li> </ul>

	<ul style="list-style-type: none"> <li>• <a href="#">Academic Progression and Exclusion Policy</a></li> <li>• <a href="#">Student Fees Policy</a></li> <li>• <a href="#">Student Grievances and Complaints Policy</a></li> </ul>
Procedures	<ul style="list-style-type: none"> <li>• <a href="#">Assessment Procedure</a></li> <li>• <a href="#">Academic Progression and Exclusion Procedure</a></li> <li>• <a href="#">Student Fees Procedure</a></li> <li>• <a href="#">Student Grievances and Complaints Procedure</a></li> </ul>

### Procedure Governance

Program Completion and Conferral Procedure	
Category/Business Group	Student and Program Administration
Published Externally (Yes/No)	Yes
Approver	Executive Director, Students
Responsible Officer	Head of Student and Program Administration
Contact Officer	Head of Student and Program Administration
Effective Date	17/08/2023
Next Review Date	17/08/2026
Version	1.0

### Revision History

Version	Approved by	Approval date	Effective date	Sections modified
1	Executive Director, Students – Jacqueline Clements	15 August 2023	17 August 2023	N/A

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