

Policy Name	Graduation Policy
Policy Number	A007
Approval Authority	Board of Directors Academic Board
Responsible Officer	Dean
Operational Responsibility	Academic Operations Manager
Purpose	The purpose of this policy is to articulate LCI Melbourne's commitment to the issuance of certification documentation for Higher Education degree qualifications, aligning with regulatory standards set by the Federal Government's Tertiary Education Quality and Standards Agency (TEQSA), the Australian Qualifications Framework (AQF) Qualifications Issuance Policy, and Higher Education Standards Framework (HESF) Domain 1: Student participation and attainment 1.5 Qualifications and Certification. This policy further defines eligibility criteria, responsibilities, and measures to ensure the integrity of conferred awards and graduation processes.
Scope	This policy addresses all students enrolled in accredited courses at LCI Melbourne who are eligible or near eligible to graduate. Additionally, it applies to employees involved in the graduation procedure.
Policy Statement	LCI Melbourne is committed to ensuring graduates receive their entitled certification documentation, aligning with the AQF. Qualification documents are typically issued at a graduation ceremony. In cases of graduating In Absentia, documents will be sent via registered mail within 12 months of course completion, complying with TEQSA standards.

	<p>LCI Melbourne commits to holding graduation ceremonies at least once per calendar year, with reasonable attempts to confer awards during the ceremony. Higher Education credentials, including Higher Education Diploma, Associate Degree, Bachelor Degree, and Master degree will be granted to students meeting course requirements.</p> <p>An award may be conferred up to 10 years from when a student fulfills the requirements. LCI Melbourne will enable conferral as soon as possible after identifying fulfilled course requirements. Eligible students may opt for ceremony or in absentia conferral.</p> <p>LCI Melbourne provides graduates with testamurs and award documentation ensuring integrity, security, and authenticity. Award conferral information, including graduate names, awards, and conferral dates, may be published.</p> <p>In the event of a student's death before award conferral, it may be conferred posthumously. Honorary awards recognising outstanding achievements may be conferred. Awards may be withdrawn in error or revoked per regulations.</p> <p>Award conferral and revocation will be periodically reported to the Academic Board and Board of Directors.</p>	
Responsibilities	The Board of Directors and Academic Board are responsible for confirming a student has fulfilled the requirements for completion of their higher degree.	
	The Board of Directors and Academic Board are responsible for:	<ul style="list-style-type: none"> a. approving conferral of award completion b. approving non-standard completions c. approving, together with the Dean/Academic Operations Manager, changes to a student's record after completion has been confirmed
	The Dean offering a student's coursework award program is responsible for:	<ul style="list-style-type: none"> a. confirming the student's award completion and reviewing completion decisions b. recommending non-standard completions to the Academic Board c. approving, together with the Academic Board, changes to a student's record after completion has been confirmed

		<ul style="list-style-type: none"> d. approving conferral where the completion is not within 10 years e. approving posthumous conferral of an award in exceptional circumstances
	<p>The Academic Administrator under the direction of the Academic Operations Manager is responsible for:</p>	<ul style="list-style-type: none"> a. identifying students nearing completion of their accredited course b. confirming completion where an award is no longer offered, and ten years have not elapsed c. changing student results after completion d. inviting students who have completed their accredited course to graduate e. declining permission for a graduand to graduate in person where it is believed that they constitute a risk to the safety of any person f. reporting to Dean, Academic Operations Manager and Academic Board on awards conferred in absentia and awards revoked g. ownership of the Conferral and Graduation Procedure and the Academic Dress, and associated resources.
Definitions	Academic dress	The regalia, comprising gowns, hoods, caps and stoles, which identify the holders of academic awards. LCI Melbourne Academic Dress is described in the Graduation Procedure.
	AQF qualification	A qualification is awarded for the completion of an accredited course of learning that leads to a formal certification that a graduate has achieved learning outcomes as described in the AQF. An Academic Transcript listing the units used to award the qualification accompanies it.

	Australian Qualifications Framework (AQF)	The national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.
	Academic Transcript	A record of all learning leading to an AQF qualification in which a student is enrolled and is issued by LCI Melbourne.
	Award	A masters, degree or diploma or certificate approved by Academic Board which may be conferred or granted by Board of Directors.
	Completion	Where a student has fulfilled all requirements of an award.
	Conferral	The act of granting an award to a student either in person or in absentia at an official ceremony after completion of their course requirements.
	Graduand	A person who has completed all the requirements for an award but has not had the award conferred upon them.
	Graduation	The LCI Melbourne ceremony at which awards are formally conferred.
	Nested Awards	A set of courses that are configured and offered sequentially that can lead to qualifications at different AQF levels. Courses at the lower qualification levels are described as 'nested' within the courses leading to qualifications at the higher levels.
	Non-standard completion	Where a student obtains approval to fulfil course learning outcomes by completing units other than those specified in the course guide.
	Statement of Academic Completion	A statement (report) prepared by the Academic Administrator for the Dean for Academic Board conferral, that a student/s has completed all requirements of a course.

	Statement of Attainment	A statement prepared by the Academic Administrator for the Dean, listing one or more units of competency that a student has achieved. It is only issued where a student has not completed a whole AQF course, as per the AQF Issuance Policy.
	Testamur	The official certification document which confirms that a qualification has been awarded to an individual. In Australia this may be called an 'award', 'parchment', 'laureate', or 'certificate'.
Relevant Legislation	<p>Education Services for Overseas Students Act 2000 Higher Education Standards Framework (Threshold Standards) 2021 2020 Higher Education Support Act 2003 Higher Education Standards Framework (Threshold Standards) 2021 2021 Higher Education Support Act 2003 National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) National Vocational Education and Training Regulator Act 2011 Standards for Registered Training Organisations 2015 Student Identifiers Amendment (Enhanced Student Permissions) Bill 2019-2020 Australian Qualifications Framework AQF Qualifications Issuance Policy AQF</p>	
Key Related Documents	<p>A007 Graduation Procedure A003 Academic Integrity Policy A003 Academic Integrity Procedure A001 Academic Grievance and Appeals Policy A001 Academic Grievance and Appeals Procedure G015 Staff Code of Conduct G002 Student Code of Conduct</p>	
Date Approved	22 January 2024	

Date of Commencement	22 January 2024		
Date for Review	MTG 2 2027		
Amendment History	Updates to Policy and Procedure		
Documents superseded by this Procedure	Graduation Policy Version 2.0 2022		
Signed and dated for LCI Melbourne	Professor Andrew Flitman	MTG 1 2024 AB minutes	22 January 2024

INFORMATION FOR PUBLISHING ON POLICY REGISTER				
Policy / Procedure Category	Academic			
Responsible Officer	Academic Operations Manager			
Stakeholders	Academic (Teaching) Staff – Permanent Academic (Teaching) Staff – Sessional/Casual Dean Academic Operations Manager Student Experience Manager Director of Operations Students			
Review Date	MTG 2 2027			
Approved by Academic Board				
Change and Version Control				
Version	Authored by	Description of changes	Date Approved	Effective Date
1.0	Dean	New Policy	August 2020	August 2020
2.0	Academic Operations Manager	Revised Policy	10 th October 2022	10 th October 2022
3.0	Academic Operations Manager	Revised Policy	22 January 2024	22 January 2024