

Procedure Name	Graduation Procedure
Procedure Number	A007
Approval Authority	Academic Board
Responsible Officer	Dean
Operational Responsibility	Academic Operations Manager
Purpose	The purpose of this procedure is to articulate LCI Melbourne's process 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 procedure further outlines the processes for completion, conferral of awards, producing a testamur, graduation, certificate documentation, student records, and reporting.
Scope	This procedure applies to 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.
Procedure	<p>Completion</p> <p>The Academic Administrator will identify students nearing completion of their accredited course after the official Grades Validation deadline per trimester. The Academic Administrator will liaise with the Academic Operations Manager to confirm that each student has fulfilled the requirements for completion of the award.</p> <p>a. Where the student is enrolled in a double degree and the degrees are offered by different faculties, the Academic Operations Manager with Heads of Faculty must confirm that the student has fulfilled the requirements for completion of the award.</p>

Where a higher education student fulfils the course learning outcomes by completing an approved non-standard enrolment involving courses other than those specified in the course guide, the Dean may recommend a non-standard completion to the Academic Board and Board of Directors.

- a. A non-standard completion may also be approved by the Academic Board and Board of Directors where the student has completed courses other than those specified in the course guide if they have been incorrectly advised on their enrolment.
- b. A non-standard program may not be approved where a student has enrolled incorrectly of their own accord.

A student who is about to complete or who has completed their course in the past may request written confirmation of their completion status. LCI Melbourne will respond:

- a. within 20 working days of the release of the final results
- b. within 20 working days of the student's application to graduate, where the student has completed in the past.

A student or former student may apply to graduate where completion of the relevant higher education course was confirmed in the student management system within the previous 10 years.

If the award is no longer offered, and 10 years have not elapsed since the student completed the course and the course completion has not been confirmed, the Academic Administrator under the direction of the Academic Operations Manager has discretion to confirm the completion based on each of the following:

- a. a record of the student's results
- b. a record of the course structure at the time of enrolment
- c. evidence that the results fulfil course requirements
- d. confirmation of completion, including any work integrated learning or placements, from the Dean or Head of Faculty.

Higher education students who completed an award more than 10 years earlier are not normally eligible to have the award conferred.

- a. Following confirmation of course completion from the Dean, these students may be issued with an academic transcript stating that they have completed course requirements.
- b. In exceptional circumstances the Academic Operations Manager may approve exceptions to this.

Review of Completion Decisions:

- a. Where a student has been assessed by the Academic Operation Manager and Head of Faculty as not having fulfilled the requirements for completion of an accredited course, the student may apply to the Dean for a review of the decision.

Conferral of Awards

Students must have been enrolled in the course from which they are seeking to graduate.

Awards will be conferred:

- a. on the date of the next available graduation ceremony
- b. in absentia, at a date determined by LCI Melbourne

Award conferral is public information; LCI Melbourne may publish graduates' names and awards conferred, and their conferral dates.

- a. Graduates who do not wish to be recognised publicly must contact Academic Administrator

Nested Awards:

- a. Higher level courses may have lower level courses 'nested' within them. These nested courses may lead to awards at different AQF levels, offered and awarded sequentially.
- b. Students who are enrolled in the higher-level course at the outset are not permitted to progressively take out lower level nested awards while only being enrolled in the higher award. Such students normally proceed through the entire course of study, unless they opt to exit at a lower level.
- c. Students enrolled in the higher-level course will normally only be eligible to graduate from a lower level award subject to the following conditions:
 - i. the requirements of the lower course have been met
 - ii. they exit the higher-level award
 - iii. they enrol into the lower level award.
- d. Students who are enrolled in the higher-level award of a nested course before the annual January Grade Validation date may apply to graduate with a lower level award only where the course requirements have been met and they enrol into the lower level course.

LCI Melbourne will not confer an award:

- a. where a student has not fulfilled all the requirements for completion of an accredited course by the official results release date (normally January in each calendar year), including:
- i. where the student has a deferred or supplementary assessment scheduled on or after the official result release date
 - ii. where the students has an outstanding placement on or after the official result release date
- b. where the student owes a debt to LCI Melbourne in relation to the course of study for which the debt was incurred or administrative fees such as library fines.
- c. where the student is the subject of a misconduct allegation, and their completion is dependent on the outcome of the hearing
- d. where the Academic Board has denied the student the right to have their award conferred

Producing a Testamur

The following elements and information are included within a qualification credential issued by LCI Melbourne:

- The LCI Melbourne Logo;
- A phrase naming the granting authority:
 - 'LCI Melbourne'
 - 'by authority of the Board of Directors and upon recommendation of the Academic Board'
- The student's full name, as it appears on the student record;
- A statement attesting the completion of requirements and the attainment of an award:
 - "having completed an approved course of study was duly accepted in the degree
 - [title of the award conferred]
 - and where applicable 'with a major in <insert specialisation>'
- The date that it was conferred
 - 'conferred on <insert date>
- The name and signature of the Chair of the Board of Directors
- The name and signature of the Dean
- LCI Melbourne seal;
- LCI Melbourne TEQSA details and LCI Education logo

Graduation

Students must have completed all requirements of their course to be eligible to graduate.

Subject to confirmation of completion of the course, and other conditions stated in the Graduation Policy and Procedure, students may elect to graduate at a ceremony or in absentia.

The Academic Administrator will invite students who have completed to graduate. Other students who are about to complete and students who completed in the past may apply to graduate.

The Academic Administrator may specify which types of awards are eligible to be conferred at a graduation ceremony and which location graduands must have studied at to be eligible to attend a specific ceremony.

The Dean may decline a graduand permission to graduate in person if they have reasonable grounds for believing that the graduand's presence at the ceremony would constitute a risk to the safety of any person.

A fee is payable by graduands who attend a graduation ceremony or in absentia: see the current schedule of fees and charges. This graduation fee is waived for Indigenous graduands.

A student may not graduate more than once with the same award, except where changes to a training package require graduates of a vocational education award to complete the award again to maintain the currency of the qualification.

Certification Documentation

Higher education graduates will receive authorised digital certification documentation via My eQuals, including:

- a. testamur
- b. academic transcript
- c. Australian Higher Education Graduation Statement (AHEGS).

A Statement of Academic Completion (SAC) can be issued to students who:

- a. are applying for Permanent Residency in Australia
- b. need to prove study start and end dates for visa requirements
- c. are applying for entry to a professional association
- d. are applying for General Skilled Migration.

The SAC is not issued digitally via My eQuals.

A Higher Education testamur or a Vocational Education Qualification Testamur can be replaced where the original has been lost, stolen, damaged or destroyed, or where it was never received.

- a.If a replacement is requested because the original was damaged, the damaged document must be returned before the replacement can be issued.

A change of name on a replacement testamur will only be approved by the Academic Operations Manager where the graduate provides evidence that:

- a.they are in a witness protection scheme,
- b. they have legally changed their name to affirm their gender, or
- c.the reasons for the change of name are of similar weight to the above.

All authorised, official certification documentation is consistent with the Australian Government's Standards for Registered Training Organisations (RTOs) 2015 and the AQF Qualifications Issuance Policy:

- a.It is protected against fraudulent use, traceable and authenticable and designed to prevent unauthorised reproduction.
- b. Initiatives to achieve these outcomes include digital security through My eQuals, security paper, unique watermarks and holograms and ultra-violet secure ink.
- c.HE testamurs and VE qualification testamurs carry individual award numbers and the LCI Melbourne seal.

LCI Melbourne will:

- a.retain registers of AQF qualifications it is authorised to issue and of all AQF qualifications issued, and
- b. retain records of AQF certification documentation issued for a period of 30 years.

Student Records

Once a student's completion has been confirmed, changes to the student's results in courses that have been completed can only be made by:

- a.the Academic Administrator, on the authorisation of the Academic Operations Manager and Dean, and the relevant Academic Board
- b. as a result of student conduct or appeal determinations.

Withdrawal of Revocation of Awards

To ensure integrity of LCI Melbourne records, awards may be:

	<p>a.withdrawn by the Academic Administrator if they are found to have been issued in error</p> <p>b. revoked by the Academic Board and/or Board of Directors</p> <p>An award that has been conferred in error by LCI Melbourne may be withdrawn in the following circumstances:</p> <p>a.an error was made in confirming the student’s completion, and the student has not in fact fulfilled all requirements to complete the course</p> <p>b. an error was made in calculating the student’s award level, and the student needs to be issued with a replacement testamur showing the correct award level.</p> <p>Posthumous Awards</p> <p>If a student dies, they may be considered for a posthumous award subject to the conditions below:</p> <p>a.the student had 50 credit points or less of an associate degree, bachelor or master by coursework degree to complete</p> <p>b. exceptional circumstances are demonstrated.</p> <p>Reporting</p> <p>a.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.</p> <p>b. The Academic Administrator must submit a list of students whose awards have been conferred in absentia to each Academic Board and Board of Directors.</p> <p>c.LCI Melbourne will provide reports of records of qualifications issued to the VE Regulator on a regular basis as determined by the VE Regulator.</p> <p>d. The revocation of any awards will be reported annually to the Academic Board and Board of Directors.</p> <ul style="list-style-type: none"> •
Relevant Legislation	<p>Education Services for Overseas Students Act 2000</p> <p>Higher Education Standards Framework (Threshold Standards) 2021</p> <p>2020 Higher Education Support Act 2003</p> <p>Higher Education Standards Framework (Threshold Standards) 2021</p> <p>2021 Higher Education Support Act 2003</p> <p>National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)</p> <p>National Vocational Education and Training Regulator Act 2011</p> <p>Standards for Registered Training Organisations 2015</p> <p>Student Identifiers Amendment (Enhanced Student Permissions) Bill 2019-2020</p>

	Australian Qualifications Framework AQF Qualifications Issuance Policy AQF		
Key Related Documents	A007 Graduation Policy 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		
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 Procedure Version 1.0 2020		
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 Manager
Stakeholders	Academic (Teaching) Staff – Permanent Academic (Teaching) Staff – Sessional/Casual Dean and Principal Academic 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 and Principal	New Procedure	August 2020	August 2020
2.0	Academic Manager	Revised Procedure	10 th October 2022	10 th October 2022
3.0	Academic Operations Manager	Revised Procedure	22 January 2024	22 January 2024