



# Academic Documentation, Conferral of Awards and Graduation Policy

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<b>Related Policy/Procedure:</b>	<ul style="list-style-type: none"> <li>➤ Conferral of Awards and Graduation Procedure</li> <li>➤ Credit and RPL Policy (HE)</li> <li>➤ Credit and RPL Procedure (VET)</li> <li>➤ Assessment and Moderation Policy (HE)</li> </ul>		
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# Academic Documentation, Conferral of Awards and Graduation Policy

## Purpose

This Policy sets out how Lyons College will confer awards to students upon successful graduation from a course of study.

## Scope

This Policy applies to all courses of study at Lyons College.

## Definitions

**Academic Documentation** means:

- a testamur;
- an academic transcript;
- a record of results;
- a graduation statement (AHEGS) bearing the AQF logo; or
- any other document issued by Lyons College which attests the academic achievements of a student.

**AQF** means the Australian Qualifications Framework (Second Edition January 2013).

**Conferral Date** means the date on which the Board endorses the Academic Board's recommendation to confer awards on Graduands following its ratification of student results for all higher education awards.

**Graduand** means a student who has completed all requirements in their course of study and been deemed eligible to graduate.

**Graduate** means a Graduand who has had their award issued to or conferred on them by Lyons College.

## Policy

A student is deemed eligible to graduate from their course if:

- they have successfully completed all requirements for their chosen course of study; and
- they have no outstanding money owed to Lyons College; and
- they are not currently suspended, excluded or undergoing disciplinary actions; and
- they have not previously graduated from that course.

Students eligible to graduate from their course will be issued the appropriate academic documentation. Students who do not complete all of the requirements for their course may be issued with academic documentation such as an academic transcript or statement of results upon request.

## **VET Courses**

A student will graduate with the relevant AQF qualification upon successful completion of all units in their course of study. This includes receiving credit for previous study or for RPL in accordance with the Credit and Recognition of Prior Learning Procedure (VET).

Lyons College will issue AQF certification documentation only to a student who has been assessed as meeting the requirements of the training product as specified in the relevant training package or VET accredited course.

All AQF certification documentation issued by Lyons College for VET courses must meet the requirements of Schedule 5 of the *Standards for Registered Training Organisations (RTOs) 2015* (RTO Standards).

Lyons College will issue AQF certification documentation to a student within 30 calendar days of the student being assessed as meeting the requirements of the training product if the training program in which the student is enrolled is complete.

Lyons College will maintain records of all AQF certification documentation issued in accordance with the requirements of Schedule 5 of the RTO Standards. These records must be accessible to current and past students if requested by them in writing.

## **Higher Education Courses**

To be eligible to graduate from a higher education course, a student must complete all of the required units (or be granted RPL under the Credit and RPL Policy (HE)). Students who meet the criteria for graduation of a higher education course will have the results of their final units undergo the normal process under the Assessment and Moderation Policy.

At the end of each semester, the Learning and Teaching Committee (LTC) will provide a list of Graduates to the Academic Board (AB) for its approval. Once the results have been assessed, moderated and ratified and if the AB is satisfied with the outcomes, it will recommend to the Board which students should be conferred an award from Lyons College.

All Academic Documentation for higher education units or courses of study must comply with Standard 1.5 of the *Higher Education Standards Framework (Threshold Standards) 2015*.

## **Reissuance of Academic Documentation**

All students will be given a copy of all relevant Academic Documentation upon completion or withdrawal from a course. This will be at no cost to the student.

If the student wishes to have subsequent copies of any Academic Document which has already been issued and provided to the student, Lyons College may charge a reasonable fee for reissuing that document. Any reissuance fees will be approved by the CEO and will be published on the website.