



## Academic Documentation, Conferral of Awards and Graduation Policy

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<b>Related Policy/Procedure:</b>	<ul style="list-style-type: none"> <li>➤ Credit and RPL Policy (HE)</li> <li>➤ Credit and RPL Procedure (VET)</li> <li>➤ Assessment and Moderation Policy (HE)</li> </ul>		

# 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 and how and when it will provide academic documentation to students.

## Scope

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

## Definitions

**Academic Documentation** includes:

- a testamur;
- an academic transcript;
- a letter of completion;
- a record of results; or
- any other document issued by Lyons College which attests the academic achievements of a student.

**AQF** means the Australian Qualifications Framework.

**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;
- they have no outstanding money owed to Lyons College;
- 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 with 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 from a higher education course will have the results of their units undergo the normal process under the Assessment and Moderation Policy.

### **Conferral of Awards:**

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 after the results have been assessed, moderated and ratified. If the AB is satisfied with the outcomes, it will recommend to the Board which students should be conferred an award from Lyons College.

Graduates will receive a testamur and record of results (also known as an academic transcript) at no cost at the time their degree is conferred.

### **Academic Documentation:**

All Academic Documentation for higher education units or courses of study must comply with Standards 1.4 and 1.5 of the *Higher Education Standards Framework (Threshold Standards) 2021*.

All Academic Documentation must include the following:

- Clearly state “Coleraine Share Trading Pty Ltd trading as Lyons College”
- The full legal name of the person the Academic Documentation is being issued to
- The date of issue
- The name and title of the Lyons College representative authorised to issue the document

- the testamur and/or the graduation statement is certified with either the logo of the Australian Qualifications Framework or the words, ‘This qualification is recognised within the Australian Qualifications Framework’

Lyons College will ensure that all certification documentation issued is:

- unambiguously issued by Lyons College by including the words “This document is issued by Coleraine Share Trading Pty Ltd trading as Lyons College”
- unambiguously issued by Lyons College by including the Lyons College logo on the document
- readily distinguishable from other certification documents issued by Lyons College by clearly stating the name of the document in large bold typeface
- protected against fraudulent issue by:
  - ◆ using printers who have processes in place to avoid unauthorised reproduction
  - ◆ securely storing blank document templates, with access limited to the CEO, Dean, VET Manager and Administration Manager
  - ◆ limiting access and authority to issue and re-issue certification documentation to the CEO, Dean, VET Manager and Administration Manager through Wisenet which is Lyons College’s Student Management System (SMS)
  - ◆ recording login details for all instances certification documentation are issued or re-issued through Wisenet
- designed to prevent unauthorised reproduction by:
  - ◆ having an embossed seal which is difficult to replicate
  - ◆ using watermarks which do not appear when documents are copied
  - ◆ using microprint features which do not appear when scanned or photocopied
- traceable and authenticable by
  - ◆ including pre-printed individual serial numbers on testamurs
  - ◆ credential registration through Wisenet producing an individual document reference number
  - ◆ the use of QR Code validation through Wisenet
- replaceable by Lyons College through the authorised and verifiable process set out below.

### **Graduation Policy:**

- To be eligible to graduate, the student would have to successfully:
  - Completed the total number of Units (core and electives) required to complete the award.
  - Updated their personal contact information at the Student Portal, such as
    - Mailing (Residential) address
    - Personal e-mail address
    - Mobile phone.
    - Full legal name
  - Paid all their fees with the college.

### **Graduation Ceremony:**

- HE awards will be conferred at the Graduation Ceremony. HE students may opt to graduate in absentia and have their awards conferred at the next regular Academic Board meeting. Students who graduate in absentia will not be invited to attend a future Graduation Ceremony.
- HE students who do not participate in a Graduation Ceremony will graduate in absentia and their testamur posted to their postal address on file.
- Students participating in a Graduation Ceremony must wear the academic dress prescribed and comply with all ceremony requirements.

### **Reissuance and Replacement 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 have already been issued and provided to the student, Lyons College may charge a fee for reissuing that document. Any reissuance fees will be approved by the CEO and will be published on the website.

### **Replacement Testamur**

Lyons College can issue a replacement testamur which must be consistent with requirements above. The issuing of replacement testamurs must be approved by the Dean or the CEO. Replacement testamurs may be issued for the following reasons:

- the original testamur issued has been damaged, lost, stolen or destroyed; and
- the graduate has had a legal name change.

Replacement testamurs must be annotated and:

- clearly be marked with 'REPLACEMENT';
- identify the original name of the graduate (if they have had a legal name change); and
- identify the date of replacement.

For the replacement of damaged, lost, stolen or destroyed testamurs, the following must be provided to Lyons College:

- the completed application form including personal details;
- the original testamur if available;
- if the original testamur is not available; a statutory declaration and other supporting documentation; and
- payment of the prescribed fee.

For the replacement of testamurs due to a graduate legally changing their name, the following must be provided to Lyons College:

- the completed application form including personal details;
- the original testamur (or a statutory declaration if the original testamur is not available);

- certified documents evidencing the legal change of name;
- evidence of identity, including photographic identification; and
- payment of the prescribed fee.

Lyons College will amend all the official student records on Wisenet to reflect the name change when a replacement testamur is issued for graduates who have legally changed their name. Details of the graduate's original name will also be retained in Wisenet.

The replacement testamur will need to be collected in person or where the person requests in writing, be sent to the postal address nominated on the application form. Student Administration will maintain a record of all replacement testamurs issued.

### **Replacement Record of Results or Academic Transcripts**

Lyons College can issue a replacement record of results or academic transcript which must be consistent with requirements above. The issuing of replacement record of results or academic transcript must be approved by the Administration Manager, VET Manager, Dean or the CEO.

An official record of results or academic transcript can be obtained at any time after a student has attempted one unit. This is done by providing the completed application form including personal details and paying the prescribed fee.

The replacement record of results or academic transcript will need to be collected in person or where requested, be sent to the postal address nominated on the application form. Student Administration will maintain a record of all replacement testamurs issued.

{Current Date}

### **Course Completion Letter TEMPLATE**

Dear {First Name}

I am pleased to inform that you have successfully completed all the requirements for the award of your course as detailed below:

Full Name: {First Name} {Last Name}

Student Number: {StudentID}

Award Course: {CourseName}, CRICOS {CricosCode}

Campus of Study: {CampusLocation}

Commencement Date: {Startdate}

Completion Date: {Finishdate}

You have fulfilled all the required courseworks, assessments, exams, and practical experience (work integrated learning) required to obtain this Degree.

Please note that this award will be conferred by the Academic Board, and your testamur will be presented to you at the Graduation Ceremony in December 2023. Prior to that date, you will receive an invitation to the Ceremony.

As the Dean of Lyon's College, I congratulate you on your achievements and commend you for your hard work and dedication throughout your studies. I would like to take this opportunity to wish you all the best in your future endeavors.

Please feel free to contact [studentsupport@lyons.edu.au](mailto:studentsupport@lyons.edu.au) or call on 03 86486610 should you need further information.

Sincerely,

Dr....

Dean

Lyons College.

## Academic Documentation Request Form

This form is ONLY for students who have commenced studies or graduated from Lyons College.

Please complete all relevant sections of this form. Please provide the address that you want the replace document sent to. Please submit the completed Form in person to Student Administration or email it to [admin@lyons.edu.au](mailto:admin@lyons.edu.au)

Student Details			
Student ID		Title	
Surname		Date of Birth	
First Name			
Street and Number			
Suburb		State	
Postcode		Country	
Email Address			
Mobile Phone		Home Phone	
Course Details			
Name of Course			
Course Code			
Commencement Date		Completion Date	
Academic Documentation being Requested			
<input type="checkbox"/> Testamur	Reason for requiring a replacement Testamur: <input type="checkbox"/> Original Testamur is damaged (original testamur must be provided with application) <input type="checkbox"/> Original Testamur is lost or stolen (please provide a Statutory Declaration confirming this) <input type="checkbox"/> Legal change of name (please provide certified evidence of legal name change)		
<input type="checkbox"/> Australian Higher Education Graduation Statement (only available if issued at the time of graduation)			
<input type="checkbox"/> VET Certificate		<input type="checkbox"/> Statement of Attainment	
<input type="checkbox"/> Academic Transcript			
Student Declaration (please tick all to acknowledge you have read and under these)			
<input type="checkbox"/> By making this request, I understand that I am liable to pay the fee for the documents I am requesting.			
<input type="checkbox"/> I understand that Lyons College can only provide documentation which is accurate and reflects my actual achievements as a student.			
Signature (Student)		Date:	