

Policy Owner	Academic Director
Contact Officer:	Academic Director
Policy Number:	QTDPO017
Approved by:	Academic Board
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Related Documents:	Assessment and Moderation Policy Credit for Recognised Learning Policy Enrolment Policy Records Management Policy Retention and Disposal Schedule Application for Documents Graduation Ceremony Confirmation Registration Form Scholarship Policy

1. Overview

- 1.1 Curtin College is accredited to issue its awards, namely the Certificate IV in Tertiary Preparation Program (in teach-out mode until June 2016) and Diplomas of: Commerce, Arts and Creative Industries, Information Technology, Engineering, Health Science and Built Environment.. This policy outlines the conditions under which these awards can be correctly awarded.
- 1.2 Curtin College is a Registered Training Organisation (RTO) and issues the Certificate IV in Tertiary Preparation Program (in teach-out mode October 2015 to June 2016) under the authority of the Australian Skills Quality Authority (ASQA) and the Australian Qualifications Framework (AQF). Curtin College is also a registered Higher Education Provider and issues its Diplomas under the authority of the Tertiary Education Quality and Standards Agency (TEQSA) and the HESA (Higher Education Support Act) 2003.

2. Organisational Scope

- 2.1 This policy applies to all students who are, or have, been correctly enrolled in a TEQSA or ASQA accredited AQF program or an accredited non-award program at Curtin College or its partner provider(s).

3. Definitions

- 3.1 **AQF** – Australian Quality Framework: The nationally agreed quality arrangements for the Vocational Education and Training (VET) system, as agreed to by the Ministerial Council.
- 3.2 **ASQA** – Australian Skills Quality Authority: Australia’s national regulator for vocational education and training. It ensures that training organisations are compliant with all requirements and guidelines.
- 3.3 **Board of Examiners:** A review panel that determines the academic progression status of students.
- 3.4 **CPE** – Council for Private Education (Singapore) is a statutory board sanctioned with the legislative power to regulate the private education sector in Singapore.
- 3.5 **CRL** – Credit for Recognised Learning: is a process which assesses the knowledge and skills a person has gained through previous learning (formal or informal), work experience, training, volunteering and/or life experience. A request for CRL may result in the applicant meeting the entry requirements for a Curtin College course or being granted an Exemption for a unit within a Curtin College course.
- 3.6 **RTO** – Registered Training Organisation. RTO’s are registered by state and territory training authorities to deliver nationally recognised training.

- 3.7 Partner Provider** - an institution that provides a course which is CRICOS registered as being offered by Curtin College, who, for the purposes of this document, oversees all matters relating to the delivery of those courses.
- 3.8 TEQSA** – the Tertiary Education Quality and Standards Agency: Australia’s national regulator for higher education.
- 3.9 The College** – Curtin College and its partner providers.
- 3.10 Unit** – A single component of study within the diploma course.

4. Policy Principles

- 4.1** All students who meet the requirements for course completion as set out in section 5 below will be entitled to the award of Certificate IV Tertiary Preparation Program (in teach-out mode until June 2016) or Diploma of Commerce, Arts and Creative Industries, Information Technology, Engineering, Health Science or Built Environment as the case may be. There is no charge to students for the issue of these awards although a charge may apply if students request a replacement of an award.

5. Policy Content

5.1 Conferral of Awards

- 5.1.1** The Board of Examiners will recommend any and all students who are deemed to have completed all requirements of their enrolled course have their award conferred by the College Director and Principal (as delegated by Academic Board).
 - The conferral date for Bentley and Sydney students shall be recorded as the date of the Board of Examiners meeting at which the award was recommended. (Note: Prior to 200901, the conferral date was the date of the graduation ceremony at which the award was presented).
 - The conferral date for Singapore students shall be recorded as four weeks following the Singapore Board of Examiners to meet the requirements specified by Singapore’s CPE for this date to be specified in the standard student contract.

5.2 Testamur

- 5.2.1** Students will be eligible to receive a testamur for the qualification on completion of the requirements for a program of study.
- 5.2.2** A testamur will be issued either at a standard graduation ceremony, collected by the graduate after graduation or mailed to the graduate at their request.
- 5.2.3** The recipient’s name as it appears on the Testamur will be the student’s legal name as recorded in the student management system at the time of printing the Testamur.
- 5.2.4** Replacement testamurs can be issued using the ‘Application for Documents Form’ for a standard fee.

5.3 Statement of Attainment

- 5.3.1** Students who have successfully completed one or more units in the Certificate IV in Tertiary Preparation Program are entitled to receive a Statement of Attainment free of charge. The Statement of Attainment will list all of the units that have been successfully completed to date. Students wishing to request a reprint may do so using the ‘Application for Documents’ form for a standard charge.

5.4 Statement of Academic Record (record of results)

- 5.4.1** Statement of Academic Record is a complete record of all completed and attempted units. Students are issued with their final transcript for free of charge once they complete or withdraw from the College. An interim Statement of Academic Record is available for all currently enrolled students to download from the Student Portal. Past students wishing to request a reprint may do so using the ‘Application for Documents’ form for a standard charge.

6. Graduation

6.1 Graduation Ceremony

- 6.1.1 A Graduation ceremony will be held at least once a year at which students who have completed their Awards are presented with their testamur.
- 6.1.2 Students who wish to attend a graduation may do so without any charge, except for the academic regalia hire fee.
- 6.1.3 Students wishing to attend the graduation ceremony must complete the 'Graduation Ceremony Registration' form.
- 6.1.4 Two places will be set aside at each ceremony for the family and friends of each graduand. Additional fees will apply if the graduand wishes to bring more than two guests to the ceremony.

6.2 Academic Regalia

- 6.2.1 Graduands attending a graduation ceremony are required to wear the appropriate academic regalia. Graduands may wear their own academic regalia provided it conforms with the Curtin University regalia.
- 6.2.2 Academic regalia can be hired for a fee when registering for the Graduation Ceremony.
- 6.2.3 The academic regalia which are hired must be returned at the time specified on the Graduation Ceremony Registration Form. Additional fees will be payable in the event of a late return or if the academic regalia is returned in a damaged condition.

7. Highest Achievement Award

- 7.1 The Highest Achievement Award is presented to a graduate who has achieved the highest course weighted average in the second stage of their diploma program and signifies that they have excelled in their course.
- 7.2 A Letter of Commendation is an award for students in Diploma (Stage One) or Diploma (Stage Two) who have achieved a semester weighted average (SWA) equal to or greater than 75%.. Recipients of this award are identified at the end of a study period at the Board of Examiners
- 7.3 The Highest Achiever in a course at the conclusion of a study period who is not graduating may be eligible for a scholarship according to the conditions specified in the Scholarship Policy.

8. Academic Director Award

- 8.1 The Academic Director Award recognises the efforts of students who may not have achieved the best academic results in a unit, but who have consistently demonstrated a commitment to improvement while at Curtin College.
- 8.2 The award is presented by the Academic Director to students who have been nominated by their lecturer in each study period.

9. Valedictorian Award

- 9.1 The Valedictorian Award is determined by the Academic Director.
- 9.2 The Award is presented to the graduate who has been nominated by lecturers, Program Coordinators or Student Advisory staff for outstanding contributions to the College community. Typically the Valedictorian is a high achieving student who has also demonstrated over the duration of their studies a commitment to engage in activities that enrich the student experience at the College. The Award consists of a certificate and book voucher.

- 9.3** The Valedictorian Award recipient is provided an opportunity to deliver the closing or farewell speech to their fellow graduates at their graduation ceremony.

9.4 Eligibility Criteria

- 9.4.1** Graduates of the Diploma programs are eligible to be considered for the Valedictorian Award.
- 9.4.2** To be eligible for the Valedictorian Award, a graduate must have completed their whole award at Curtin College. Students who have received CRL for one or more units completed at an Institution other than Curtin College will not be eligible for the award.
- 9.4.3** Eligibility for awards is decided without regard to the time taken for completion of a program.

10. Posthumous Awards

10.1 Scope

- 10.1.1** These guidelines allow for the granting of a posthumous award and should be used by the College when seeking approval for such a recommendation.

10.2 Eligibility

- 10.2.1** A candidate who completed the academic requirements for a course but died before the award was conferred.
- 10.2.2** A candidate who, at the time of death, had completed the equivalent of a minimum of 75 per cent of the academic requirements of the course.
- 10.2.3** Notwithstanding these criteria the College may vary the conditions in particular circumstances.

10.3 Application

- 10.3.1** An application for a posthumous award will normally be made by the College Director and Principal, or nominee, after consultation with the deceased candidate's next of kin or agent. An application might also be made by the next of kin or agent of the deceased student. This application would be forwarded to the College Director and Principal or nominee.
- 10.3.2** An application will normally be made within three years of the candidate's death.
- 10.3.3** The College Director and Principal or nominee will make a written application to the Academic Board, which will contain the candidate's academic record, confirmation that the candidate's death has been recorded and any other information that the College Director and Principal or nominee considers relevant to the particular case.
- 10.3.4** In instances where the application involves an incomplete award, the Chair of Academic Board will establish an ad hoc committee to consider the application and make a recommendation to the Board.
- 10.3.5** In instance where a posthumous award is not appropriate or recommended, the Board may recommend to the College Director and Principal that a 'Certificate of Achievement' be forwarded to the student's next of kin.
- 10.3.6** All aspects of any application for a posthumous award must be undertaken with sensitivity and appropriate discretion. The student's next of kin or agent should always be consulted on the application. The possibility of giving unreasonable expectations on the outcome of an application should be avoided.

11. Administrative Procedure

- 11.1** Awards will be conferred upon recipients by the College Director & Principal and ratified by Academic Board.
- 11.2** Once results for a given study period are released and graduands identified, a Highest Achiever report will be produced to assess eligibility for awards. Once determination for award recipients is finalised, the Academic Director will approve the award recipients. Records of all qualification testamurs and Statements of Attainment issued under this procedure shall be maintained for a period of at least 30 years as per regulatory requirements.
- 11.3** Awards and testamurs are stored at the College for collection by the student for up to one year following graduation. Documents not collected within this timeframe will be posted to the students last known address in Australia. The College does not take any responsibility for undelivered documents, or documents returned due to incorrect address details.
- 11.4** This policy will be available on the Curtin College website for students and distributed to staff at induction. Any changes to this policy will be communicated to staff via email and the intranet, once the policy has been approved by Academic Board.

Version:	Last changes:
V1.6 (Sept 2015)	<ul style="list-style-type: none"> • Module removed from Definitions section • CPE added to Definitions • 1.2, 1.2 and 4.1 notes teach-out of the Certificate IV in Tertiary Preparation Program • 5.1.1 updated to reflect differing conferral dates • 7.1 and 7.2 updated
V1.5 (July 2015)	<ul style="list-style-type: none"> • 1.2 amended to refer to TEQSA • 2.1 updated • 3.8 definition added • 5.1.1 added note on Singapore conferral date • 7.1, 7.2, 7.3 amended for clarification • 8.1, 8.2 added • 9.1, 9.2, 9.3, 9.4 amended • Previous 8, 8.1 deleted • 11.1, 11.2, 11.3, 11.4 amended.
V1.4	<ul style="list-style-type: none"> • Item 6.1.1 updated • Item 8.2 added
V1.3	<ul style="list-style-type: none"> • Updated item 3.5 – RPL replaced with CRL • Updated item 4.1 to remove courses no longer offered. • Added item 8.