

Awards and Graduation Policy

Colleges of Business and Technology (WA) Pty Ltd

Trading as Curtin College, a member of Navitas Pty Limited

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Document

Document Name	Awards and Graduation Policy
Brief Description	This Policy outlines the different procedures relating to graduate awards, the different types of awards and the eligibility criteria of students to receive an award upon graduation.
Responsibility	College Director and Principal
Approving Body	College Leadership Team
Initial Issue Date	March 2012

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
November 2022	V2.1	<ul style="list-style-type: none"> Updated 1.2 to include Graduate Certificates Added 3.4 definition of a non-award program Added reference to the Masters Qualifying Program (2.1 and 5.2.6) 	Academic Director
December 2025	V3.0	Placed into new template. Updates throughout document.	Academic Director and Quality and Compliance Manager

Related Documents

Name	Location
Assessment Policy	Website
Awards and Graduation Procedure	Website
Credit for Recognised Learning Policy	Website
Delegations of Authority Policy	Website
Enrolment Policy	Website

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1 Purpose and Scope

1.1 Introduction

This Awards and Graduation Policy sets out the approach of Curtin College relating to the management of students receiving an award upon graduating.

1.2 Purpose

The purpose of this Policy is to outline the procedure for granting awards to students, the different type of awards and the eligibility criteria of students to receive an award upon completion of their studies.

1.3 Scope

This policy applies to all students who are or have been enrolled in one of the accredited AQF* programs at Curtin College or its partner provider(s).

Note: *The Masters Qualifying Program (MQP) is classified as a non-award course and therefore does not sit at a specific level within the Australian Qualifications Framework (AQF). As a non-AQF qualification, it does not result in the conferral of an AQF award. Upon completion of the program, students will receive Statement of Academic Record only.*

2 Policy Statement

Curtin College is accredited to issue its awards, namely the 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 awarded.

Curtin College is a registered Higher Education Provider and issues its Diplomas under the authority of the Tertiary Education Quality and Standards Agency (TEQSA), and the Australian Qualifications Framework (AQF).

The College is committed to ensuring the accuracy and authenticity of all issued documents recording details of students' academic information and qualification attainments in the interest of students and graduates.

3 Conferral of Awards

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 per Delegations of Authority Policy).

- The conferral date shall be recorded as the date results are released (Bentley and Singapore)
- The Academic Board receives a report on awards conferred for each program by the College Director and Principal.

4 Conferral of an Award Posthumously

When a student who has been deemed as eligible to graduate becomes deceased before the conferral of the award for which they are eligible, the Board of Directors may authorise the award to be conferred posthumously upon recommendation of the College Director.

The Testamur will have the name of the award as well as the word 'posthumous'.

5 Withholding of Graduation Certification

The College Director and Principal (or nominee) may determine to withhold a student's entitlement to graduate, and/or be issued their certification documentation in particular circumstances including, but not limited to:

- Proceedings relevant to the student are pending or have commenced in accordance with the provisions of the Colleges Academic Integrity Policy and/or the Student Code of Conduct;
- The student has not discharged all of financial obligations to the College; or
- The student has not verified details relating to their Unique Student Identifier (USI).

6 Testamur

Students will be eligible to will receive a testamur on completion of the requirements of the AQF qualification.

In line with the AQF Qualifications Issuance Policy, all testamurs will include the Australian Qualifications Framework logo.

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.

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. If a student's legal name changes during the course of study and they would prefer the new legal name to supersede it, evidence of name change documentation such as a marriage certificate or name change proforma will be required to change their name in the student management system in order to reflect this on the qualification.

- Replacement testamurs can be issued using the 'Request for Documents Form' for a standard fee. The replacement document will note that it is a 'reprint' and will include the date it was re-issued.
- Students undertaking the Masters Qualifying Program are not eligible to receive a Testamur as this is a non-award program.

7 Statement of Academic Record (record of results)

Statement of Academic Record is a record of all completed and attempted units. Students are issued with their final transcript 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.

8 Rescinding or Revoking an Award

An award may be rescinded/revoked by the Curtin College Academic Board following an investigation that the Award has been incorrectly conferred on a recipient:

- For which the recipient was not qualified; or
- Because of fraud or dishonesty; or
- As a result of administrative error.

The College Director and Principal or nominee will write to the student advising the reason for the revocation. If revocation occurs, the person is to return the testamur, Statement of Academic Record or other associated documents to the College. The details of the revocation will be noted on the student record and at the next Academic Board meeting.

Where a person declines to return to the College the certificate or other document awarded or continues to make reference to holding the academic award, the Academic Board may request the rescission or revocation be published on the College website and in such other mediums as may be appropriate as notice that the award has been rescinded or revoked.

9 Protection of College Award Documentation Against Fraud

All College issued certification documentation is protected against fraud through a range of measures. These include:

- Printing Testamurs and Statement of Academic Record on paper with security features, such as embossed College seal;
- Assigning a unique document number to each testamur issued; and
- Ensuring the Award documentation displays the signature and the name and office of the signatory authorised to issue the award.

Falsification of the College Testamur, Statement of Academic Record or any other College document recording details of a students' academic information and qualification attainment damages the reputation of the College. Students who falsify documents covered by this policy will be dealt with under the Curtin College Code of Conduct and persons who falsify documents covered by this policy may be prosecuted under the applicable Australian Commonwealth, State or Territory Crimes Act.

10 Graduation

Student achievement and completion will be celebrated at least once a year for students who have completed their program.

11 Award Types

11.1 Highest Achievement Award

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.

11.2 Academic Director Award

The Academic Director Award recognises the efforts of students (Diploma Stage 1) who have consistently demonstrated a commitment to their studies while at Curtin College.

The award is presented by the Academic Director to students who have been nominated by their lecturer in each study period.

12 Responsibilities

The College Director and Principal is responsible for the ongoing development, approval, implementation, communication, and effectiveness of this Policy. Any changes to the Policy will be communicated to staff via electronic notification once the revisions have been approved by the Academic Board.

All staff are responsible for being aware of and complying with this Policy.

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.

This policy will be available on the Curtin College website for students and distributed to staff at induction.

Each of the positions involved in implementing and achieving policy objectives and carrying out procedures are clearly described here.

Responsibility	BoD	CDP	SASM	AD	PM	Teacher
Authority to confer Awards	A	R	I	I		
Identify eligible award recipients		I	R	A		
Identify Highest Achievers			R		A	
Approval of Highest Achiever Awards				A	R	
Approval of Award recipients		A	S	R		
Identify Students for Academic Director Award					A	R
Approve Students for Academic Director Award				A	R	
Conferral of Awards Posthumously	A	R	I	I		
Graduation Celebration and distribution of Awards and Qualifications		A	R	S		
<p>BoD= Board of Directors; CDP = College Director and Principal SASM = Student and Academic Services Manager; AD= Academic Director. PM = Program Manager.</p> <p>R=Responsible, A=Accountable, S=Supporting, C=Consulting, I=Informed</p>						

13 Compliance

General

College Director & Principal will ensure staff are informed about this Policy through staff meetings and communications.

Students will be made aware of this Policy through the Curtin College Policy and Procedures available on its website.

13.1 Relevant Legislation

The awarding of Higher Education Diplomas in Australia must comply with:

- TEQSA Act 2011
- Higher Education Standards Framework (Threshold Standards) 2021
- Australian Qualifications Framework (AQF – Level 5 requirements)
- ESOS Act 2000 & National Code

14 Definitions

Refer to the Glossary of Policy Terms on the Curtin College website.

15 Review

This policy is reviewed by the College Director and Principal in accordance with the Quality Register and/or in response to any changes in regulatory compliance requirements, legislation, regulations, or guidelines.

16 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	College Director and Principal	Website and shared Drive	Permanently	Archived once updated or reviewed.