



# Awards and Graduation Policy

Version 2.0 December 2023

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## Section A – Introduction

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### A.1 Overview

- 1.1 Navitas Bundoora Pty Ltd (La Trobe College Australia; LTCA; The College) is accredited to issue awards for courses on its current scope of registration that include Diploma, Undergraduate Certificates, Foundation Studies and ELICOS programs. This policy outlines the conditions under which these awards can be awarded.
- 1.2 The College is a registered Institute of Higher Education (IHE) and issues its Diplomas and Undergraduate Certificates under the authority of the Tertiary Education Quality and Standards Agency (TEQSA), and the Australian Qualifications Framework (AQF).
- 1.3 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.

### A.2 Scope

- 2.1 This policy applies to all students who are or have been enrolled in one of the accredited AQF programs at the College's Melbourne and Sydney Campus.

### A.3 Definitions

Term/ Acronym	Meaning/ Definition
AQF – Australian Qualifications Framework	The AQF is the national policy for regulated qualifications in Australian education and training.
Board of Examiners	A review panel that determines the academic progression status of students
Credit Transfers (CT) or Recognition of Prior Learning (RPL)	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 CT or RPL may result in the applicant meeting the entry requirements for a LTCA course or being granted an Exemption for a unit within an LTCA course.
Non-Award Program	A program that does not count towards an overall award, such as a diploma or degree
TEQSA	The Tertiary Education Quality and Standards Agency: Australia's national regulator for higher education, also referred to as an ESOS Agency for regulating courses available to international students.
Unit	A single component of study within the diploma course

## Section B – Policy Statement

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### B.1 Policy Principles

- 1.1 All students who meet the requirements for course completion as set out in section B.2 below will be entitled to a La Trobe College Australia award. 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.

### B.2 Policy Content

#### 2.1 Conferral of Awards

- 2.1.1 The Board of Examiners will recommend 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 Navitas Delegated Authorities Policy) and ratified by the Academic Board.
- The conferral date shall be recorded as the date of the Board of Examiners meeting at which the award was recommended. (Note: Prior to Trimester 1, 2009, the conferral date was the date of the graduation ceremony at which the award was presented).

#### 2.2 Testamur (Award)

- 2.2.1 Students will be eligible to will receive a testamur upon successfully meeting and completing the requirements of the AQF qualification they are enrolled in.
- 2.2.2 In line with the AQF Qualifications Issuance Policy, all testamurs will include the Australian Qualifications Framework logo.
- 2.2.3 A testamur will be issued either at a graduation ceremony, collected by the graduate after graduation or mailed to the graduate at their request. Attendance at the graduation ceremony is encouraged so graduates can reminisce their accomplishment.
- 2.2.4 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 to reflect this on the qualification.
- 2.2.5 Replacement testamurs can be issued using the 'Application for Documents Pipefy Form' for a standard fee. The replacement document will note that it is a 'reprint' and will include the date it was re-issued.
- 2.2.6 Students undertaking the ELICOS or Foundation Studies Program are not eligible to receive a Testamur as these are non-award programs.

#### 2.3 Statement of Academic Record (Record of Results/ Statement of Attainment)

- 2.3.1 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' pipefy form for a standard charge.

#### 2.4 Rescinding or Revoking an Award

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

5.4.1.1 For which the recipient was not qualified

5.4.1.2 Because of fraud or dishonesty

5.4.1.3 As a result of administrative error

2.4.2 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.

2.4.3 Where a person declines to return to the College the certificate or other document awarded or continues to refer 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.

## 2.5 Protection of College Award Documentation Against Fraud

2.5.1 All College issued certification documentation in connection with accredited awards 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
- Ensuring the Award documentation displays the signature, and the name and office of the signatory authorised to issue the award

2.5.2 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 LTCA Student College Code of Conduct Policy and persons who falsify documents covered by this policy may be prosecuted under the applicable Australian Commonwealth, State or Territory Crimes Act.

## B.3 Graduation

- 3.1 A Graduation ceremony will be held at least once a year (currently held three times a year - after each trimester concludes) at which students who have completed their Awards are presented with their testamur.
- 3.2 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 La Trobe University regalia.
- 3.3 Students who wish to attend a graduation may do so without any charge, except for the academic regalia hire fee.

## B.4 Highest Achievement Award

- 4.1 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.

- 4.2 A Letter of Commendation is awarded to students 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

#### B.5 Academic Director Award

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

#### B.6 Valedictorian Award

- 6.1 The Valedictorian Award is determined by the Academic Director.
- 6.2 The Award is presented to the graduate who has been nominated by lecturers, Academic Coordinators, Student and Academic Services Team or Student Counsellor 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.
- 6.3 The Valedictorian Award recipient is provided an opportunity to deliver the closing or farewell speech to their fellow graduates at their graduation ceremony.
- 6.4 Eligibility Criteria
- 6.4.1 Graduates of the Diploma programs are eligible to be considered for the Valedictorian Award.
- 6.4.2 To be eligible for the Valedictorian Award, a graduate must have completed their award at La Trobe College. Any units completed at an Institution other than the College will not be included in calculations for the award eligibility.
- 6.4.3 Eligibility for awards is decided without regard to the time taken for completion of a program

#### B.7 Posthumous Award

- 7.1 Scope
- 7.1.1 These guidelines allow for the granting of a posthumous award and should be used by the College when seeking approval for such a recommendation
- 7.2 Eligibility
- 7.2.1 A candidate who completed the academic requirements for a course but died before the award was conferred.
- 7.2.2 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.
- 7.2.3 Notwithstanding these criteria the College may vary the conditions in particular circumstances.
- 7.3 Application

- 7.3.1 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.
- 7.3.2 An application will normally be made within three years of the candidate's death.
- 7.3.3 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.
- 7.3.4 In instance 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.
- 7.3.5 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.
- 7.3.6 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.

## **B.8 Administrative Procedures**

- 8.1 Awards will be conferred upon recipients by the College Director & Principal and ratified by Academic Board.
- 8.2 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.
- 8.3 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.
- 8.4 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.
- 8.5 This policy will be available on the College website for students and distributed to staff at induction. Any changes to this policy will be communicated to staff via electronic communication, once the policy has been approved by Senior Management Team at the College.

## Section D – Governance

Policy Title	Awards and Graduation Policy	
Policy Owners	College Director and Principal	
Contact Persons	Quality Risk and Compliance Manager Academic Director	
Key Stakeholders	LTCA SMT	
Approval Body	College Senior Management Team	26 March 2018
	Senior Management Team	23 April 2020
	LTCA Senior Management Team	3 December 2023
Relevant Legislation	<ul style="list-style-type: none"> <li>• Equal Opportunity Act 1984</li> <li>• Higher Education Standards Framework (Threshold Standards) 2021</li> <li>• Privacy Act 1988</li> <li>• Racial Discrimination Act 1975 (Cth)</li> <li>• ELICOS Standards</li> <li>• The National Code (specifically standard 6)</li> <li>• National Standards for Foundation Programs</li> </ul>	
Related Policies	Assessment and Moderation Policy Credit Transfer Policy Delegated Authorities Policy (LTCA College/Navitas) Enrolment Policy Navitas Records Management, Retention and Disposal Policy Scholarship Policy	
Related Guidelines / Procedures	Application for Documents Graduation Ceremony Confirmation Registration Form	
File information	File number	Version number V2.0
Date Effective	December 2023	Next Review Date December 2025
Amendment History		
Revision Date	Version	Summary of changes
26 March 2018	1.0	Initial policy document amended to include reference to LTCA from LTM
April 2020	1.1	Updated policy document to align with legislative requirements and approval and ratification by the Academic Board
December 2023	2.0	Changes are to reflect current practice inclusive of policy and governance, updated reference to align with HESF and academic board requirements.