



Cairnmillar
INSTITUTE

Treatment | Education | Research

Graduation Attainment and Awards Policy

Policy Name	Graduation Attainment and Awards Policy
Policy number	TLP006
Date approved	7 December 2022
Approving body	Academic Board
Responsible officer	Dean
Implementation officer	Dean
Next review date	Five years from date of approval
Linked policies	
Linked forms and documents	Testamur, Academic Transcript, Graduation Statement, Statement of Attainment

1. Purpose of this policy

The Cairnmillar Institute (the Institute) is committed to recognising and rewarding:

- Academic achievement, and
- Academic excellence

As part of that commitment, this policy sets out how the Institute:

- Confers degrees on students who are eligible to graduate
- Provides statements of attainment to students who have successfully completed units of study but have not completed a course for graduation

- Confers academic excellence awards on students who meet the criteria of academic excellence set out in this policy

2. Policy

2.1. Eligibility to graduate

2.1.1. A student is eligible to graduate from the course in which they are enrolled if:

- a) All course requirements have been met, and
- b) The Course Coordinator has confirmed their eligibility for the award, and
- c) No financial debt is owed to the Institute, and
- d) There is no current suspension, exclusion or expulsion penalty on their record

2.2. Confirmation of Course Completion

2.2.1. A course of study enrolment is only confirmed as complete with the written approval of the relevant Course Coordinator.

2.2.2. Once confirmed course completion status is published on the Academic Transcript.

2.2.3. Course Completion means that all academic requirements have been met and the student is academically eligible for graduation pending confirmation of all other criteria.

2.2.4. Confirmation of course completion will normally make the graduand eligible for professional registration where the course leads to this outcome.

2.3. Applying to graduate

2.3.1. The Academic Registrar will provide eligible students with information on when and how to apply to graduate in accordance with the Graduation Procedures.

2.3.2. Students who have not completed all course requirements by the published completion deadline for a graduation ceremony will not normally be able to graduate at that ceremony, even if they complete the requirements after the deadline but prior to the graduation ceremony.

2.3.3. If the Testamur details and graduation RSVP form (or equivalent as specified by the Registrar) is not returned by the date specified:

- a) the student's name will be printed in the graduation ceremony program guide as an in absentia graduate, and as it appears in the enrolment system.

- b) A Testamur may not be printed. If the student requests a Testamur at a later date a reprinting fee will apply.

2.3.4. Students who do not wish to attend a graduation ceremony:

- a) Can have the award of their qualification or degree conferred in absentia
- b) Must collect their Testamur from the Institute after the graduation ceremony within the specified period

2.4. Testamur

2.4.1. The Institute will issue a Testamur to each student who has satisfied the requirements of a specific course and has graduated with the relevant award in accordance with the AQF Qualification Issuance Policy and any other relevant regulatory obligations.

2.4.2. Higher Education Testamurs are required to include:

- a) The full name of the student
- b) The name of the award
- c) The conferral date
- d) The Institute seal
- e) Signature of the Chief Executive Officer (CEO) and the Chair of the Council of The Cairnmillar Institute
- f) A statement confirming: '*This is to certify that <Full Name of Student> was duly admitted to <Award Name> by The Council of The Cairnmillar Institute on <Conferral Date>.*

2.4.3. VET Testamurs are required to include, in addition to the requirements of the AQF Qualifications Issuance Policy:

- a) The full name of the student;
- b) The name, RTO code and logo of the Institute;
- c) The national code and title of the awarded AQF qualification; and
- d) If applicable, the NRT Logo in accordance with the current conditions of use contained in Schedule 4 of the RTO Standards (2015).
- e) Signature of the CEO and the Chair of the Council of The Cairnmillar Institute
- f) A statement confirming: '*This is to certify that <Full Name of Student> has completed the requirements of <Qualification Name> as authorised by The Cairnmillar Institute on <Completion Date>.*

The following elements are to be included on the testamur as applicable:

- a) the State / Territory Training Authority logo (only where use of the logo is directed by State / Territory Training Authorities, e.g. within User Choice contracts);
- b) the industry descriptor, e.g. Individual Support;
- c) the occupational or functional stream, in brackets, e.g. (Disability);

The learner's Universal Student Identifier (USI) will not be included on the Testamur consistent with the *Student Identifiers Act 2014*.

2.5. Conferral list

- 2.5.1. Council will only confer qualifications upon those nominated on an official Conferral List prior to the conferral date.
- 2.5.2. The Conferral List will be created by the Academic Registrar (or nominee) and will only include those students who have confirmed course completion within the relevant deadlines and have met all other criteria in section 2.1.
- 2.5.3. The Dean must confirm the nominations for conferral and approve the Conferral List then send the approved Conferral List to Council for consideration.

2.6. Conferral date

2.6.1. Higher Education – Conferral Dates

- a) The conferral date on the Testamur is the date of the next relevant graduation ceremony.
- b) Courses completed between 1 April to 30 September prior to a ceremony will normally be conferred in November.
- c) Course completed between 1 October and 30 March prior to a ceremony will normally be conferred in May.
- d) Testamurs cannot be provided to a student before their award is conferred at a graduation ceremony whether in person or in absentia.

2.6.2. VET – Conferral Dates

- a) The conferral date on the Testamur for a VET qualification is the date of approval by the Course Director and will be no more than 30 days after the end of the final teaching period for the training product.

2.6.3. Graduation Ceremony Dates

- a) Graduation Ceremony dates are set as part of the official Academic Calendar.
- b) These dates will normally be the first Thursday in May and the first Friday in November.

c) The CEO may grant a variation to this standard where practical reasons impede the ceremony being held on the normal date(s).

2.6.3.c.1. The Academic Calendar must be formally amended and re-published

2.6.3.c.2. Students must be informed as soon as possible of any date change

2.7. Academic transcript and record of results

2.7.1. In addition to a Testamur, the Institute must issue a graduation statement to each student who has satisfied the requirements of a specific qualification course and has graduated with the relevant award. Where applicable, this will be an approved Australian Higher Education Graduation Statement (AHEGS).

2.7.2. The graduation statement is produced in accordance with the AHEGS guidelines and includes the following information, as relevant:

a) The Cairnmillar Institute is the awarding institution

b) The full name of the student and ID number

c) Date of issue

d) The name of the award

e) Conferral date of the award

f) Academic achievements such as:

2.7.2.f.1. Completed units with grades

2.7.2.f.2. Awarded

2.7.2.f.3. Prizes or special achievements

2.7.2.f.4. Awarded scholarships

2.7.2.f.5. Additional course details or special requirements achieved within the course

2.8. Statement of attainment

2.8.1. The Institute issues a statement of attainment to a student when they have completed one or more units of study in a course.

2.8.2. The statement of attainment recognises that students may choose to complete only a unit or units of competence or study and this contributes to their progression towards achievement of their learning goals.

2.8.3. The statement of attainment will:

a) Be in a form that ensures it cannot be mistaken for a Testamur

b) Include the statement:

2.8.3.b.1. *'A statement of attainment is issued when an individual has completed one or more accredited units'* for Higher Education studies, OR

2.8.3.b.2. *'A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units'* for VET level studies.

2.8.4. The statement of attainment includes the following information, as relevant:

- a) The Cairnmillar Institute is the teaching Institution
- b) The full name of the student and Cairnmillar ID number
- c) Date of issue
- d) Course name in which the student has completed units (if applicable)
- e) Signature of the Academic Registrar
- f) The Cairnmillar Institute logo and corporate identifier
- g) Academic achievements such as:
 - 2.8.4.g.1. Completed units with grades
 - 2.8.4.g.2. Awarded prizes or special achievements
 - 2.8.4.g.3. Awarded scholarships
 - 2.8.4.g.4. Additional course details or special requirements achieved within the course
 - 2.8.4.g.5. The NRT logo where relevant for NRT VET packages
 - 2.8.4.g.6. TEQSA provider number for Higher Education studies or RTO Code for VET studies

2.9. Recognition of academic excellence

2.9.1. At a graduation ceremony, The Institute confers academic excellence awards in recognition of selected students' achievements.

2.9.2. Students who are in their final year for completion of a postgraduate course are eligible for nomination to receive an academic excellence award.

2.9.3. At the end of each academic year, the Academic Registrar (or nominee) will determine the student with the highest weighted average mark (WAM) for each program area who will receive the Academic Excellence Award for that program area and nominate these to the Head of School.

2.9.4. Where the program does not have any graded units or has less than 50% graded units, same process as the additional prizes in section 2.10 will be followed.

2.9.5. The Dean will:

- a) Review the nominations
- b) Approve those nominations which qualify for an academic excellence award
- c) Confirm and award the relevant excellence prizes

2.9.6. Award certificates will be printed. The Director of Financial Services (or nominee) will determine the amount (if any) and format of any additional monetary honorarium associated with the award, this will normally be given in the form of a book voucher, or a framing service, or award statue, or other in kind services. The format is non-negotiable and cannot be exchanged for an alternative prize or format.

2.9.7. Prior to the graduation ceremony, the Dean or Registrar will notify those students who are to receive an academic excellence award at the ceremony.

2.10. Additional prizes and recognition at graduation

2.10.1. Three months prior to Graduation the CEO will confirm all additional awards and their nomination criteria to the Head of School and the Academic Registrar who may then manage the nomination process.

2.10.2. Additional awards currently include but may be varied:

- a) Margaret Rose Garret Award in Child and Family Therapy.
- b) CEO's Award for the contribution to a positive culture at Cairnmillar.
- c) Academic Excellence Award for the Master of Professional Psychology Practice

2.10.3. Not more than one week after the course completion deadline for the relevant ceremony, the Dean will ask the relevant academic staff of each academic program to nominate one or more students for each available additional award which is not determined by WAM.

2.10.4. The nomination should include the following information:

- a) The full name of the student and ID number
- b) Special academic achievements, such as:
 - 2.10.4.b.1. Other awards or prizes e.g. an Australian Psychological Society (APS) prize
 - 2.10.4.b.2. Commendations
 - 2.10.4.b.3. Grades showing academic excellence (if available)
- c) A brief outline of specific activities highlighting how the student has contributed to Cairnmillar or the wider community, such as:
 - 2.10.4.c.1. Proactive membership of Cairnmillar committees
 - 2.10.4.c.2. Voluntary work
 - 2.10.4.c.3. Exceptional contribution to a professional association

- d) A brief outline of the personal qualities of the student and why they have won the respect and/or admiration of peers and lecturers/tutors

2.10.5. The Dean will:

- a) Review the nominations
- b) Approve those nominations which qualify for the relevant award
- c) Make a recommendation to the Academic Board or Executive Director to approve conferring the relevant award on those students who have been nominated and approved.

2.10.6. Award certificates will be printed. The Director of Financial Services (or nominee) will determine the amount (if any) and format of any additional monetary honorarium associated with the award, this will normally be given in the form of a book voucher, or a framing service, or award statue, or other in kind services. The format is non-negotiable and cannot be exchanged for an alternative prize or format.

2.10.7. Prior to the graduation ceremony, the Dean or Registrar will notify those students who are to receive an additional excellence award at the ceremony.

2.11. Graduation ceremonies

2.11.1. Graduands receiving awards of their degree or qualification at a graduation ceremony must wear appropriate academic dress. The Institute will provide the required academic dress for the graduation ceremony

2.11.2. Where a graduand is receiving more than one award at a ceremony, or holds another degree, only the academic dress for the highest qualification being awarded at the ceremony will be worn

2.11.3. Where VET awards are also acknowledged at a graduation ceremony, VET graduates may wear a plain black gown, or if they are able to provide at their own cost, the academic dress for the highest award they currently hold.

2.11.4. All postgraduate and higher education graduands will wear a black masters gown and black trencher, unless otherwise specified, with the hood, stole or variants as specified in the Schedule of Academic Dress.

2.11.5. Where a hood or stole is not specified for the degree the following conventions will normally apply, with approval and variation from the CEO prior to the event:

- a) Master degrees will wear a hood
- b) Diplomas will wear a scarf or stole
- c) Counselling programs will be in crimson

- d) Psychology programs will be in royal blue
- e) Clinical psychology programs will be in deep purple
- f) Child, Youth and Family or Social Work programs will be in forest green

2.11.6. The Institute graduating ceremonies must be conducted in accordance with instructions issued by the Academic Registrar, with the approval of the Institute Council, to students, staff and others attending the graduation ceremony.

2.12. Fees and Refunds

- 2.12.1. There is no cost to a graduand who graduates in absentia and collects their testamur and graduation packet from campus or arranges for an authorized nominee to collect on their behalf.
- 2.12.2. Administrative fees may be charged and published as per the SSP011 Tuition Fees Policy and Procedure for students who choose to attend the ceremony or request to graduate by mail-out.
- 2.12.3. Graduation fees must be paid by not later than the advised RSVP deadline. If a graduand does not pay the required fee by the RSVP deadline they will be converted to graduation in absentia by collection only.
- 2.12.4. Refund conditions and deadlines for change of mind will be posted at the time of RSVP. Normally change of mind to in absentia must be not less than one month prior to the ceremony.
- 2.12.5. Where a graduand is unwell and unable to attend the ceremony they must inform the Institute by email not less than 6 hours prior to the ceremony time, in this situation the CEO may approve a late refund if there is externally verifiable evidence of compassionate and compelling circumstances for non-attendance.
- 2.12.6. Where fees are paid for additional guest tickets refunds will not be possible beyond what is required by law and as per any refund conditions published at the time of sale. Guest tickets can be on sold or transferred unless otherwise stated at the time of sale.

3. Academic Regalia Statute

Combined Degrees

Bachelor of Psychology and Counselling	Hood lined in white satin. Bachelors gown with trencher (trencher must not be worn until after degree conferred)
Doctor of Philosophy (PhD)	Hood in red with gold trim with a Doctoral gown in black, faced and lined in red, and a black velvet bonnet.

Psychology Degrees

Bachelor of Psychology (Honours)	Stole, in royal blue with Masters gown in black and black trencher.
Master of Professional Psychology	Hood, in royal blue with gold trim with Masters gown in black and black trencher.
Master of Professional Psychology Practice	Hood, in royal blue with gold trim PLUS scarf or facings in royal blue with Masters gown in black and black trencher.
Master of Psychology (Clinical Psychology)	Hood in deep purple with gold trim with Masters gown in black and black trencher.
Doctor of Psychology (Clinical Psychology)	Hood as per the Master of Psychology (Clinical Psychology) with a Doctoral gown in black, faced and lined in deep purple, and a black velvet bonnet.
Master of Clinical Psychology (Post-registration)	Hood, in dark purple with gold trim PLUS scarf or facings in dark purple on Masters gown in black and black trencher.

Counselling and Psychotherapy Degrees

Graduate Certificate of Counselling and Psychotherapy	Stole, in crimson with Masters gown in black and black trencher.
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Graduate Diploma of Counselling and Psychotherapy	Stole, in crimson with Masters gown in black and black trencher.
Master of Counselling and Psychotherapy	Hood, in crimson with gold trim with Masters gown in black and black trencher.

4. Resources and References

Legislative and compliance framework relevant to the development of this policy:

Relevant authority for this policy	<p>Australian Qualifications Framework: 2nd edition January 2013</p> <p>AQF Qualifications Issuance Policy</p> <p>Guidelines for the presentation of Australian Higher Education Graduation Statements</p>
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5. Definitions

Academic record	An academic record confirms a student's progress in a course of study or completed qualification
Academic dress	The traditional clothing for academic settings of a gown and hood
Academic Transcript	A list of the results achieved in each unit of a course
Award	A qualification or degree is 'awarded' or granted at a conferring ceremony after all of the requirements for the qualification or degree are completed
Graduation Statement	Provides information on a student's higher education qualification, the institution at which the qualification was obtained and the Australian higher education system in one easy to read document.
In absentia	When a degree is conferred on a student without their presence at a graduation ceremony
Testamur	A testamur is a certificate or deed issued by an educational institution, that testifies that the recipient has successfully

	completed a particular course of study or confers an <u>academic degree</u>
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