

## GRADUATION AND CONFERRAL PROCEDURE

### 1.0 PURPOSE

This document sets out the procedures by which CG Spectrum Institute's (CGSI) issues authorised certification documentation to students who have fulfilled all course requirements for their enrolled qualifications, provides replacement certification documents, and ensures against fraudulent reproduction.

### 2.0 SCOPE

This policy applies to all authorised award certification issued by CGSI, and all students who are enrolled in, or have fulfilled the requirements for, CGSI's accredited higher education courses.

### 3.0 DEFINITIONS

An **Award** means a qualification accredited by the Tertiary Education Quality and Standards Agency according to the Australian Higher Education Standards Framework and the Australian Qualifications Framework, which is conferred on a student who has fulfilled the requirements of the course leading to the award.

**Completion** means a student has fulfilled all requirements of a CGSI accredited higher education course and is entitled to have the award conferred.

**Completion Date** means the date on which a student has fulfilled all requirements of the course.

**Conferral** means the formal decision by the Governing Board to confer an award on a graduand.

**Conferral Date** means the date of the decision to confer an award.

A **Graduand** means a student whose completion of a CGSI accredited higher education course has been confirmed, and the award has not yet been conferred.

A **Graduate** means a student who has had an award conferred on the basis of course completion.

**Graduation** means the moment when an award is conferred on a graduand.

**Statement of Academic Completion** means a statement, issued by the Executive Dean, that a student has completed all requirements of a CGSI accredited higher education course.

**Statement of Attainment** means a statement, authorised by the Executive Dean, issued for partial completion or completion of a CGSI course. It includes details of units of study enrolled in and awarded grades, and any advanced standing and academic credit given.

**Testamur** means the certification document signed by the Chair of the Governing Board, awarded on fulfilment of all requirements for the enrolled course, stating that the award has been conferred on a graduand, and listing the student's name and the full course title.

**Record of Results** means the certification document awarded to students who have fulfilled all requirements for their enrolled course, which lists units of study taken and awarded grades, and any advanced standing and academic credit given.

## 4.0 RESPONSIBILITIES

The **CEO** is responsible for:

- the implementation and compliance monitoring of this procedure;
- recommending to the Academic Board that the students be awarded their qualification;
- maintaining the conferral and graduation process.

The **Executive Dean** is responsible for:

- issuing Statements of Academic Completion;
- issuing Statements of Attainment;
- verifying that students have satisfactorily completed all course and institutional requirements to the CEO.

The **Academic Board** is responsible for confirming the list of graduands and referring this list to the Governing Board for approval and final ratification.

The **Governing Board** is responsible for approving graduating students and issuing authorised certification documents, and ensuring the issuance of CGSI certification documentation is compliant with the AQF Qualifications Issuance Policy, Standard 1.5 of the TEQSA Higher Education Standards Framework, and the Graduation and Conferral Policy.

## 5.0 PROCEDURES

### 5.1 Completion

1. At the completion of each semester, the Executive Dean will prepare a list of completing students, by their full name and student number, and ensure that all course and institutional requirements have been met by each completing student.
2. Students with outstanding debts to CGSI, or with outstanding misconduct complaints, will not be permitted to graduate until these have been resolved. The CEO is responsible for monitoring resolution of debts and misconduct complaints for graduating students.
3. Students who are confirmed as being eligible to graduate will be informed by the Executive Dean.
4. Other current students who believe they are about to complete all course requirements, and students who completed course requirements in the past, may apply to graduate. The Executive Dean will respond with advice of their completion status.
5. The list of completing students will be signed off by the CEO and forwarded to the Academic Board.
6. The Academic Board will, once satisfied that all completing students have satisfied the requirements of their enrolled course, and have no outstanding debts to CGSI, recommend to the Governing Board that the list of completing students be approved.
7. The Governing Board will approve the issuance of certification documentation to those students recommended by the Academic Board.

8. Student records will be updated to show that the graduating students have met all course requirements and have been approved to graduate.
9. The CEO will provide oversight of the printing of the testamur and record of results for approved graduating students, to ensure that the certification documentation produced is correct, and is protected against fraudulent and unauthorised reproduction.
10. The testamur will include CGSI's full name and logo, Provider Code, the correct title of the qualification in full, the student's full name, the certificate number, the date of issue, and the signature and office of the Chair of the Governing Board. The testamur will be issued on paper bearing a watermark and/or embossing to protect against fraudulent reproduction.
11. The record of results will include CGSI's full name and logo, Provider Code, the correct title of the qualification in full, AQF level, the student's full name, the correct titles in full and codes of all subjects undertaken, the semester and year they were undertaken, the subject weighting, credit granted for subjects, and the grades awarded for each subject undertaken, as well as a key to grading. Course requirements such as practice and supervision hours and final course assessments will also be included.

## 5.2 Conferral of Awards

1. CGSI only provides testamurs and other certification documentation in formats that enable the security and authenticity of documents.
2. The CEO will provide oversight of the printing of the testamur and record of results for approved graduating students, to ensure that the certification documentation produced is correct, and is protected against fraudulent and unauthorised reproduction.

## 5.3 Completion and conferral dates

1. The completion date is the date on which the student fulfils all requirements for completion of the course
2. The date of conferral of an award is the date that the Board of Directors approves that the award be conferred. This date is recorded on the graduate's testamur and record of results.
3. Awards may be conferred on the date of the next available graduation ceremony after the date on which the graduand completed all course requirements, or in absentia, at a date determined by CGSI.

## 5.4 Graduation

1. Graduands of CGSI awards may be eligible to attend a graduation ceremony or may choose to graduate in absentia.

## 5.5 Replacement testamur

1. A testamur may be replaced where the original has been lost, stolen, damaged or destroyed, or in exceptional circumstances.
2. CGSI will charge an administrative fee for the replacement certification documentation.

3. Where a graduate requires a replacement testamur, CGSI will provide it showing the same name as the original, to preserve the historical accuracy and integrity of CGSI's records.
4. The graduate must provide a statutory declaration and show proof of identity for the replacement certification document to be issued.

**RELATED**

Graduation and Conferral Policy  
Student Progression Exclusion and Graduation Policy  
Student Progression Exclusion and Graduation Procedure  
Student Assessment Policy  
Student Assessment Procedure  
Quality Assurance Framework

**Version Control**

<b>Document:</b> Graduation and Conferral Procedure		
<b>Approved by:</b> Academic Board		<b>Date:</b> 7 August 2023
<b>Version:</b> V3.0	<b>Replaces Version:</b> V2.0	<b>Next Review:</b> 2026
	Edits required to align with current CGSI academic leadership terminology and committee processes.	