

GRADUATION POLICY

Policy	Graduation Policy
Policy Number	A007
Approval Authority	Board of Directors
Responsible Officer	Dean and Principal
Operational Responsibility	Academic Manager
Purpose	This policy describes the commitment by LCI Melbourne(LCIM) to issuing certification documentation for all Higher Education degree qualifications as prescribed by the Federal Government's Tertiary Education Quality and Standards Agency (TEQSA) and the Australian Qualifications Framework (AQF) Qualifications Issuance Policy.
Scope	The Graduation Policy addresses all students registered in the programs offered at LCI MELBOURNE, specifically those who are potential graduates nearing the end of their studies. This policy also pertains to employees who play a role in the graduation procedure.
Policy Statement	At LCIM, all staff and the whole academic community are focussed and dedicated to assisting students in achieving success throughout their educational experience. Once students have successfully completed all the specific requirements of their program of study, they are eligible for graduation. This Graduation Policy and supporting procedure outlines the process for conferring prescribed qualifications upon students who have attained the academic qualifications in their field.
Policy	<p>LCIM will ensure that graduates receive the certification documentation to which they are entitled and that the graduates can be confident that the qualifications they have been awarded are part of Australia's national qualifications framework - the AQF.</p> <p>LCIM will issue AQF degree qualifications to students within 12 months of program completion. All qualifications issued by LCIM will comply with TEQSA standards .</p> <p>LCI MELBOURNE grants Higher Education credentials to students who have completed their program requirements including:</p> <p>Higher Education Diploma Associate Degree Bachelor Degree</p> <p>All graduates who have completed a program of learning that leads to the award of a credential are entitled to receive the following certification documentation upon graduation:</p>

	<p>A final official transcript A certificate or diploma</p> <p>Conditions for Conferral of Awards In order for a student to be eligible for graduation from the programs he or she is registered in, all of the following criteria must be met:</p> <ul style="list-style-type: none"> ▪ Upon verification, the student demonstrates that the minimal capabilities or objectives of their programs have been achieved, in accordance with the program learning outcomes, standards set by the Australian Qualifications Framework (AQF) and any other relevant guidelines or legislation; ▪ The student has successfully completed all the credits of the given program; ▪ The student does not owe any financial debts to LCI MELBOURNE. <p>In cases where a student has not yet obtained their results, been awarded transfer credits or repaid a debt owed to LCI MELBOURNE, they will not be eligible to receive their award.</p> <p>A student who fulfils these criteria will be notified of their eligibility to graduate and offered the option of attending the next graduation ceremony or graduating in absentia. They will be referred to as a graduand until such time as LCI MELBOURNE officially confers their award, after which they will become a graduate and will be recorded in LCI MELBOURNE's Register of Graduates.</p>
Relevant Legislation and Guidelines	<ul style="list-style-type: none"> ▪ Higher Education Standards Framework (Threshold Standards) 2015 ▪ 2016 Higher Education Support Act (2003) ▪ TEQSA Guidance Note: Academic Quality Assurance ▪ Education Services for Overseas Students Act 2000 (ESOS) ▪ Commonwealth Register of International Courses for Overseas Students (CRICOS) ▪ Australia Qualifications Framework (AQF) ▪ AQF Qualifications Issuance Policy
Key Related Documents	<p>Graduation Procedure Academic Integrity Policy Access Integrity Policy Academic Grievance and Appeals Policy Academic Grievance and Appeals Procedure Quality Assurance and Continuous Improvement Policy Quality Assurance and Continuous Improvement Procedure Staff Code of Conduct Guidelines Student Code of Conduct Guidelines</p>
Date Approved	
Date of Commencement	
Date for Review	
Documents superseded by this Policy	Australian Academy of Design Work Integrated Learning Policy and Procedure March 2018
Amendment History	
Signed and dated for LCIM	Approved by Board of Directors Q2 2020 11 August 2020

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Policy/Policy Category	Academic
Responsible Officer	Dean and Principal
Review Date	Q2 2022
Endorsed by Academic Board	
Approved by Board of Directors	11 August 2020
Change and Version Control	

Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Dean and Principal	New policy		