

## GRADUATION PROCEDURE

Procedure	Graduation Procedure
Procedure Number	A007
Approval Authority	Board of Directors
Responsible Officer	Dean and Principal
Operational Responsibility	Academic Manager
Purpose	This procedure describes the processes adopted 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 Procedure.
Scope	The Graduation Procedure addresses all students registered in the programs offered at LCI MELBOURNE, specifically those who are potential graduates nearing the end of their studies. This procedure also pertains to employees who play a role in the graduation procedure.
Procedure 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 Procedure and supporting procedure outlines the process for conferring prescribed qualifications upon students who have attained the academic qualifications in their field.
Procedure	<p><b>Producing a Credential</b></p> <p>The following elements and information are included within a credential issued by LCI MELBOURNE:</p> <ul style="list-style-type: none"> <li>▪ &lt;&lt;The LCI MELBOURNE logo;</li> <li>▪ A phrase naming the granting authority: “By authority of the Board of Governors of LCI MELBOURNE”;</li> <li>▪ The student’s full name, as it appears on the student record;</li> <li>▪ A statement attesting the completion of requirements and the attainment of an award: “Having satisfied the requirements of LCI MELBOURNE was granted the [title of the award conferred] + where applicable [area of specialisation]”;</li> <li>▪ The delivery date (written out in full and in text format). An example of the date format accepted: the sixteenth of December two thousand twenty;</li> <li>▪ The name and signature of the Dean and Principal;</li> <li>▪ The name and signature of the Chair of the Board of Directors;</li> <li>▪ LCI MELBOURNE seal;</li> </ul>

- The unique certificate identifier.>>

### Conferring an Award

At LCI MELBOURNE, awards are conferred by the Academic Board and Board of Directors and certified by the issuance of a degree, diploma or a certificate.

Students can collect the credential on campus, providing identification or have it sent securely by registered mail.

LCI MELBOURNE maintains a record of all the credentials issued to graduates and adheres to the guidelines stipulated in the Record Management Policy of LCI MELBOURNE.

Students who fulfil all requirements for an accredited course are entitled to receive:

- a testamur
- a transcript of results

Qualification testamurs may be forfeited or required to be surrendered where

- an award has been improperly or erroneously obtained, or a replacement testamur is requested due to damage or legal name change

Replacement certification will be issued where the applicant:

- provides sufficient proof of their identity
- pays the appropriate fee, and
- surrenders the existing certification or attests to its destruction.

### Special Cases

Should graduates require a specific letter testifying the completion of their studies for the purpose of obtaining a visa, securing employment or entering further studies, they may request this documentation by applying to the Student Experience Manager in writing, providing identification.

Should graduates need their certification replaced, they may place a request in writing with the Student Experience Manager, provide identification and pay an administrative fee.

### Responsibilities:

- The **Academic Manager** is responsible for ensuring that the program-specific graduation requirements are accurate and publicised to students throughout the duration of their studies.
- The **Academic Team** and **Unit Coordinators** are responsible for submitting grades to the Academic Manager in a timely manner.
- At the beginning of each study period, the **Student Experience Manager**

	<p>has the responsibility of identifying and compiling a list of all the students who are eligible for graduation at the end of the given study period. The Student Experience Manager informs eligible students that they need to apply for their credential at least two (2) months prior to the anticipated graduation date. The transcripts produced by the Student experience Manager will indicate a Yes or No in regard to the recommendation for the granting of the award.</p> <ul style="list-style-type: none"> <li>▪ <b>Students</b> need to apply for their credential two (2) months in advance of completing their final study period. Students must indicate if they will pick up their credential in person or provide a mailing address.</li> </ul>
Relevant Legislation and Guidelines	<ul style="list-style-type: none"> <li>▪ <a href="#">Higher Education Standards Framework (Threshold Standards) 2015</a></li> <li>▪ <a href="#">2016 Higher Education Support Act (2003)</a></li> <li>▪ <a href="#">TEQSA Guidance Note: Academic Quality Assurance</a></li> <li>▪ <a href="#">Education Services for Overseas Students Act 2000 (ESOS)</a></li> <li>▪ <a href="#">Commonwealth Register of International Courses for Overseas Students (CRICOS)</a></li> <li>▪ <a href="#">Australia Qualifications Framework (AQF)</a></li> <li>▪ <a href="#">AQF Qualifications Issuance Procedure</a></li> </ul>
Key Related Documents	<p>Graduation Policy  Academic Integrity Policy  Access Integrity Procedure  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  Student Code of Conduct</p>
Date Approved	
Date of Commencement	
Date for Review	
Documents superseded by this Procedure	Australian Academy of Design Work Integrated Learning Procedure and Procedure March 2018
Amendment History	
Signed and dated for LCIM	Approved by Board of Directors Q2 2020 <span style="float: right;">11 August 2020</span>

INFORMATION FOR PUBLISHING ON PROCEDURE REGISTER	
Procedure/Procedure 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 procedure		
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