



GRADUATION POLICY & PROCEDURE

Revision Number		Accountability	Dean and Principal
Policy Number		Operational Responsibility	General Manager
Date of Approval	Dec 2017	Last Reviewed	
Approval Authority	T&LSPC Academic Board	Next Review	Q3 2020

OBJECTIVES

At LCI MELBOURNE, the professional staff and the whole academic community are focused 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.

SCOPE

The Graduation Policy stipulated herein 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.

EXCLUSIONS

There are no exclusions to this policy.

PROVISIONS

LCI MELBOURNE currently grants two types of credentials to students who have completed their program requirements:

- Associate Degree of Design Arts
- Bachelor of Design Arts

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:

- A final official transcript
- A certificate or diploma

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:

- Upon verification, the student demonstrates that the minimal capabilities or objectives of their programs have been achieved, in accordance with the 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.

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.

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.

Responsibilities:

The Coordinator

The Coordinator of each program is responsible for ensuring that the program-specific graduation requirements are accurate and publicised to students on numerous occasions throughout the duration of their studies.

Academic Staff

Academic staff are responsible for submitting grades to the Coordinator in a timely manner.

Student Support

At the beginning of each study period, Student Support 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. Student Support 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 Student Support will indicate a *Yes* or *No* in regard to the recommendation for the granting of the award.

The Student

Students 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.

SUPPORTING PROCEDURES

Producing a Credential

The following elements and information are included within a credential issued by LCI MELBOURNE:

- The LCI MELBOURNE logo;
- A phrase naming the granting authority: “By authority of the Board of Directors of LCI MELBOURNE”;
- The student’s full name, as it appears on the student record;
- 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]”;
- The delivery date (written out in full and in text format). An example of the date format accepted: the sixteenth of December two thousand fifteen;
- The number of hours of the program (for example: 900);
- The name and signature of the Dean and Principal;
- The name and signature of the Chair of the Board of Directors;
- LCI MELBOURNE seal;
- The unique certificate identifier.

Conferring an Award

At LCI MELBOURNE, awards are conferred by the Academic Board and certified by the issuance of a 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, and
- a transcript of results.

LCI MELBOURNE will also issue graduates with an Australian Higher Education Graduation Statement (AHEGS).

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.

Other Graduation Awards

The Board of Directors of LCI MELBOURNE may decide to issue additional awards in recognition of the achievements of graduating students. These awards are discretionary and shall be authorised by the Board of Directors, upon recommendation by the Academic Board.

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 Support in writing, providing identification.

Should graduates need their diploma replaced, they may place a request in writing with Student Support provide identification and pay an administrative fee.

FURTHER INFORMATION

- Credit Transfer and Recognition of Prior Learning Policy
- Records Management Policy
- Academic Progress Policy



Accountable Officers

The accountable officers for the implementation and relevant training of this policy are listed below.

Policy Category		Academic		
Responsible Officer		Dean and Principal		
Review Date		Q3 2020		
Approved by				
T&LSPC on behalf of the Academic Board				
Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Academic Dean	New policy	02.12.2017	13.12.2017