



Cairnmillar  
INSTITUTE

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# Graduation, Attainment and Awards Policy

<b>Policy name</b>	Graduation, Attainment and Awards Policy
<b>Policy number</b>	TLP006
<b>Date approved</b>	27 July 2017
<b>Approving body</b>	The Cairnmillar Institute Council
<b>Responsible officer</b>	The Chair Academic Board
<b>Implementation officer</b>	The Head of School The Academic Registrar
<b>Next review date</b>	June 2019
<b>Linked policies</b>	
<b>Linked forms</b>	Testamur, Academic Transcript, Graduation Statement, Statement of Attainment

## 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

## Eligibility to graduate

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

- All course requirements have been met
- No financial debt is owed to the Institute
- There is no current suspension, exclusion or expulsion penalty on their record

## Applying to graduate

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

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.

If the testamur details and graduation RSVP form (or equivalent as specified by the Registrar) is not returned by the date specified, the student's name:

- Will not be printed in the graduation ceremony program guide
- Will be printed on their testamur as it appears in the enrolment system

Students who do not wish to attend a graduation ceremony:

- Can have the award of their qualification or degree conferred in absentia
- Must collect their testamur from the Institute after the graduation ceremony within the specified period.

## Testamur

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.

## Higher Education Testamurs

Higher Education testamurs are required to include:

- The full name of the student
- The name of the award
- The conferral date
- The Institute seal
- Signature of the Executive Director and the Chair of the Council of The Cairnmillar Institute
- 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>.*'

## VET Testamurs

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

- The full name of the student
- the name, RTO code and logo of the Institute;
- the national code and title of the awarded AQF qualification; and
- If applicable, the NRT Logo in accordance with the current conditions of use contained in Schedule 4 of the RTO Standards (2015).
- Signature of the Executive Director and the Chair of the Council of The Cairnmillar Institute
- 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:

- 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);
- the industry descriptor, e.g. Individual Support;
- 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*.

## Conferral dates

### Higher Education – Conferral Dates

The conferral date on the testamur is the date of the graduation ceremony. Testamurs cannot be provided to a student before their award is conferred at a graduation ceremony whether in person or in absentia.

### VET – Conferral Dates

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.

## Academic transcript and record of results

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).

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

- The Cairnmillar Institute is the awarding institution
- The full name of the student and ID number
- Date of issue

- The name of the award
- Conferral date of the award
- Academic achievements such as:
  - Completed units with grades
  - Awarded prizes or special achievements
  - Awarded scholarships
  - Additional course details or special requirements achieved within the course

## Statement of attainment

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

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.

The statement of attainment will:

- Be in a form that ensures it cannot be mistaken for a testamur
- Include the statement:
  - *'A statement of attainment is issued when an individual has completed one or more accredited units'* for Higher Education studies, OR
  - *'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.

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

- The Cairnmillar Institute is the teaching institution
- The full name of the student and Cairnmillar ID number
- Date of issue
- Course name in which the student has completed units (if applicable)
- Signature of the Academic Registrar
- The Cairnmillar Institute logo and corporate identifier
- Academic achievements such as:
  - Completed units with grades
  - Awarded prizes or special achievements
  - Awarded scholarships
  - Additional course details or special requirements achieved within the course
- The NRT logo where relevant for NRT VET packages
- TEQSA provider number for Higher Education studies or the RTO Code for VET studies

## Recognition of academic excellence

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

### Eligible students

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

## **Nomination**

At the end of each academic year, the Head of the School will ask the relevant academic staff of each academic program to nominate one or more students for each available award.

The nomination should include the following information:

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

## **Selection**

The Head of the School will:

- Review the nominations
- Approve those nominations which qualify for an academic excellence award
- Make a recommendation to the Academic Board or Executive Director to approve conferring an academic excellence award on those students who have been nominated and approved

## **Notification**

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

# Graduation ceremonies

## Academic dress

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.

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.

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.

## **Schedule of Academic Dress**

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.

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

- Masters degrees will wear a hood
- Diplomas will wear a scarf or stole
- Counselling programs will be in crimson
- Psychology programs will be in royal blue

<b>Psychology Degrees</b>	
<b>Graduate Diploma or Psychology</b>	Stole, in royal blue
<b>Master of Professional Psychology</b>	Hood, in royal blue with gold trim
<b>Master of Professional Psychology Practice</b>	Hood, in royal blue with gold trim PLUS scarf or facings in royal blue
<b>Master of Psychology (Clinical Psychology)</b>	Hood in deep purple with gold trim
<b>Doctor of Psychology (Clinical Psychology)</b>	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.

<b>Counselling and Psychotherapy Degrees</b>	
<b>Graduate Certificate of Counselling and Psychotherapy</b>	Stole, in crimson
<b>Graduate Diploma of Counselling and Psychotherapy</b>	Stole, in crimson
<b>Master of Counselling and Psychotherapy</b>	Hood, in crimson with gold trim

## Conduct of ceremonies

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.

## References

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

<b>Relevant authority for this policy</b>	Australian Qualifications Framework: 2 <sup>nd</sup> edition January 2013 AQF Qualifications Issuance Policy <a href="#">Guidelines for the presentation of Australian Higher Education Graduation Statements</a>
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## Definitions

<b>Academic record</b>	An academic record confirms a student's progress in a course of study or completed qualification
<b>Academic dress</b>	The traditional clothing for academic settings of a gown and hood
<b>Academic Transcript</b>	A list of the results achieved in each unit of a course
<b>Award</b>	A qualification or degree is 'awarded' or granted at a conferring ceremony after all of the requirements for the qualification or degree are completed
<b>Graduation Statement</b>	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.
<b>In absentia</b>	When a degree is conferred on a student without their presence at a graduation ceremony
<b>Testamur</b>	A testamur is a <a href="#">certificate</a> or <a href="#">deed</a> issued by an educational institution, that testifies that the recipient has successfully completed a particular course of study or confers an <a href="#">academic degree</a>