



## CHRISTIAN HERITAGE COLLEGE

### POLICY: Graduation

**Policy Group(s):** Group B: Academic – 1: Students (Ref: B1/1289.2.0617)

**Related Policy:**

**Commencement Date:** January 1990      **Review Date:** Review: June 2017  
October 2021

## POLICY STATEMENT

### Intent:

The nominated authority for conferring CHC awards is Christian Heritage College (CHC) Council. The completion of courses by students at CHC is a singularly important achievement which is celebrated by the entire CHC community. In order to maintain and protect the integrity of the awards conferred by CHC, this policy covers eligibility to graduate, the process for the conferral of awards, policy regarding the Award Testamur and academic dress.

### Scope:

This policy applies to all CHC students, academic staff and Registry staff.

*Restrictions:* Nil

*Exclusions:* Nil

### Objectives:

1. To ensure the integrity of all awards granted by CHC Council.
2. To provide staff and students with clear policy and procedures regarding the eligibility for and conferral of awards by CHC Council.

### Policy Provisions:

#### 1. General

- 1.1. CHC Council is the nominated authority for the conferral of awards.
- 1.2. CHC has two conferral periods in each academic year. The mid-year conferral period occurs in July/August, and the end-of-year conferral period occurs in December.
- 1.3. All graduates who are conferred in an academic year are invited to attend the CHC Graduation Ceremony that occurs in December of that year or, for School of Ministries students, the Citipointe Ministry College Graduation Ceremony that occurs in March/April of the following year.
- 1.4. Students must submit an online *Application to Graduate* form by the nominated due date for the relevant conferral period. Only those forms that are submitted by the nominated due date will be accepted for processing unless extenuating circumstances can be demonstrated. It is the responsibility of students to submit the application form by the nominated due date.
- 1.5. *Application to Graduate* forms are submitted in relation to the nominated conferral period. Students who do not qualify for an award in the nominated conferral period must submit another *Application to*

*Graduate* form for a subsequent conferral period.

## **2. Eligibility to Graduate**

- 2.1. In order to be eligible to graduate, a student must be enrolled in a course of study at CHC which leads to an award.
- 2.2. A student is eligible to graduate from an award course upon the completion of all course requirements and the settling of all financial and resource accounts.
- 2.3. The course coordinator determines whether a student has completed all course requirements.
- 2.4. Vice President – Advancement & Operations or delegate determines whether a student has settled all financial and resource accounts.
- 2.5. Academic Board, on advice of a Dean, may waive one or more course requirements for a student where there are exceptional circumstances beyond the student's control, or where an error has occurred on the part of CHC.
- 2.6. The Vice President – Advancement & Operations may waive some or all financial and/or resource requirements for a student where there are exceptional circumstances beyond the student's control, or where an error has occurred on the part of CHC.

## **3. Procedure for Conferring Awards**

- 3.1. The Academic Registrar will prepare a Graduation Report for each conferral period that identifies the applicants who are eligible to graduate, and those who are ineligible to graduate, on the basis of their completion of course requirements and settling of financial and resource accounts.
- 3.2. The Graduation Report will be tabled at the relevant meeting of Academic Board for each conferral period. Deans will present the names of eligible students for confirmation by Academic Board.
- 3.3. Academic Board will consider the names of eligible students, and will resolve to recommend the agreed eligible students to CHC Council for the conferral of awards.
- 3.4. Following the relevant meeting of Academic Board, the names of students who are to be recommended to CHC Council for the conferral of awards are consolidated by the Academic Registrar and forwarded to CHC Council via the Council Secretary.
- 3.5. The Academic Registrar will inform students of the outcome of their applications by email.
- 3.6. Where late changes occur, Academic Board may delegate Academic Board Executive its function.

## **4. Conferring of Posthumous Awards**

- 4.1. CHC may posthumously confer a coursework award if a student, at the time of death, was enrolled in units which, if successfully completed, would have met the requirements for the award.
- 4.2. If a student was at an earlier stage of the course, CHC may award a certificate of achievement.
- 4.3. Academic Board will make recommendation to CHC Council for the posthumous conferral of an award.

## **5. Award Testamur**

- 5.1. Students who have an award conferred on them by CHC will be provided with an award Testamur.
- 5.2. CHC Testamurs bear:
  - CHC's registered name;
  - the CHC seal;
  - the signatures of the Chair of CHC Council, the President and the Academic Registrar;
  - the full name of the student receiving the award;
  - the date of the conferral of the award;

- where the award leads to an Australian Qualifications Framework (AQF) qualification, the words, “This award is recognised within the Australian Qualifications Framework”, or the AQF logo authorised by the AQF Council;
- the full title of the award, including the field or discipline of study;
- any subsidiary component of the award (such as integrated honours, an area of specialisation or a major study); and
- if any parts of the course of study or assessment leading to the award were conducted in a language other than English, except for the use of another language to develop proficiency in that language.

5.3. Award Testamurs will either be presented to students at the CHC Graduation Ceremony, or sent via Australia Post to the recorded mailing address of the graduate after the conclusion of the relevant conferral period.

5.4. A CHC Testamur is replaced only when a graduate supplies a Statutory Declaration that states the reason for the replacement and, either, declares that the original testamur is no longer in their possession, or surrenders the damaged original testamur.

5.5. Replacement Testamurs bear the date of the original conferral with the wording, “was conferred on ...”

5.6. Replacement Testamurs will be sent via Australia Post to the mailing address supplied by the graduate.

## 6. CHC Academic Dress

6.1. The gowns and hoods worn at CHC graduation ceremonies originate from a distinctive style of academic dress which emerged in the first universities in Europe in the twelfth century. The style was influenced by the fact that masters and scholars at that time were usually members of the clergy.

6.2. Colours have long been significant in denoting different academic disciplines and, more recently, levels of scholastic achievement. Standard gowns of different shape, length and sleeve design indicate the degrees of bachelor, master and doctor.

## 7. Description of Academic Dress

### 7.1. Master Degree

Gown: Black, Cambridge pattern.

Hood: Black, fully lined with silk of appropriate school colour and together with a 3cm ivory edging

Headwear: Mortar Board.

### 7.2. Graduate Diploma

Gown: Black, Cambridge pattern.

Stole: Black with a double band of silk in the appropriate school colour.

Headwear: Mortar Board.

### 7.3. Graduate Certificate

Gown: Black, Cambridge pattern.

Stole: Black with a single band of silk in the appropriate school colour.

Headwear: Mortar Board.

### 7.4. Bachelor Degree / Honours Degree

Gown: Black, Cambridge pattern.

Hood: Black with silk in the appropriate school colour together with a silver grey edging

Headwear: Mortar Board.

7.5. Associate Degree  
Gown: Black, Cambridge pattern.  
Sash: Silk in the appropriate school colour  
Headwear: Mortar Board.

7.6. Diploma  
Gown: Black, Cambridge pattern.  
Sash: Silk in the appropriate school colour  
Headwear: Mortar Board.

## 8. School Colours

- 8.1. School of Education, Humanities and Business – Cornflower (Education); Orange (Business)
- 8.2. Millis Institute – Jade
- 8.3. School of Ministries – Gold
- 8.4. School of Social Sciences – Purple

## Supporting Procedures and Guidelines

### 1. Student Procedure

- 1.1. Students must submit an online *Application to Graduate* form by the advertised closing date for the relevant conferral period. A student who is unable to meet the closing date due to circumstances that are beyond the student's control may request the acceptance of a late submission. This request, and any relevant documentation, is to be sent by email to the Academic Registrar, who will determine the outcome of this request based upon the evidence provided.
- 1.2. *Application to Graduate* forms are submitted in relation to the nominated conferral period. Students who do not qualify for an award in the nominated conferral period must submit another *Application to Graduate* form for a subsequent conferral period.

### 2. Staff Procedure

- 2.1. Prior to the advertised closing date of each conferral period, all students who have an 'Active' enrolment status in the current semester will be reminded of the need to submit an *Application to Graduate* form and of the closing date for submission of the form. Notices will also be placed on the CHC website and relevant social media platforms.
- 2.2. Following the closing of applications for each conferral period, the Academic Registrar's Office will upload the eligible *Application to Graduate* forms to the Graduation Database and will advise course coordinators to undertake a preliminary assessment of applications. Course coordinators are to record the outcome of these preliminary assessments in the Graduation Database and provide advice to the Academic Registrar's Office.
- 2.3. The Academic Registrar's Office will advise applicants of the outcome of the preliminary assessment of applications by email.
- 2.4. Following the confirmation of unit exit results for the relevant semester, the Academic Registrar's Office will advise course coordinators to undertake a final assessment of applications. Course coordinators are to amend any notes made with regard to the preliminary assessment of applications to reflect the outcomes of the final assessment, and provide advice to the Academic Registrar's Office.
- 2.5. The Academic Registrar's office will provide the Business Office and Library with a list of applicants for the relevant conferral period. Verification that all financial and resources accounts are settled is to be recorded in the Graduation Database, and advice provided to the Academic Registrar's Office.

- 2.6. Following the final assessment of applications and verification of the settling of all financial and resource accounts, the Academic Registrar will prepare a Graduation Report for the consideration of Academic Board.
- 2.7. The allocation of Testamur numbers is undertaken by the Academic Registrar's office and are noted in the Graduation Database.
- 2.8. The list of graduands to be recommended to CHC Council, including the relevant awards and testamur numbers, is prepared by the Academic Registrar and forwarded to CHC Council.
- 2.9. Following notification from the Council Secretary that CHC Council has resolved to confer the relevant awards upon the nominated graduands, the Academic Registrar's Office will advise applicants of the success of their applications by email. Students whose applications have been unsuccessful will also be notified by email.
- 2.10. A final list of graduates is forwarded to the Graduation Ceremony coordinator.
- 2.11. Testamurs are printed, checked for accuracy and sealed with the CHC seal.
- 2.12. Testamurs are signed by the Chair of CHC Council, the President and the Academic Registrar.
- 2.13. Student Administration generates the Transcripts for all graduates.
- 2.14. Graduation documents, comprising the CHC Testamurs and Transcripts, are provided to the Graduation Ceremony coordinator.

## POLICY FURTHER INFORMATION

<b>Relevant Commonwealth/ State Legislation</b>	Higher Education General Provisions Act 2003 HESF 2015 Australian Qualifications Standards
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## ACCOUNTABILITIES

<b>Implementation:</b>	Academic Registrar's Office; Schools
<b>Compliance:</b>	Academic Registrar
<b>Monitoring and Evaluation:</b>	Academic Registrar's Office
<b>Development and Review:</b>	Academic Registrar's Office
<b>Approval Authority:</b>	Academic Board
<b>Interpretation and Advice:</b>	Academic Registrar's Office

## WHO SHOULD KNOW THIS POLICY?

Students,  
Academic Staff,  
Academic Administration Staff

## EFFECTIVENESS OF THIS POLICY

<b>Performance Indicators:</b>	<ul style="list-style-type: none"> <li>• Ratio of graduates to number of applicants</li> <li>• Number of appeals</li> </ul>
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**Other**

**Definitions and Acronyms:** AQP – Australian Qualifications Framework  
CHC – Christian Heritage College  
Conferral date of Award – date of issue  
School – the academic organisational units of CHC; includes the Millis Institute  
Dean – the head of the School administering a course; includes the Executive Director, Millis Institute

**APPROVAL – section maintained by the Director of Quality and Standards**

Reference No.	Approved	Date	Committee/Board	Resolution No. / Minute Ref.
B1/1289.1	Approved	December 1989	Academic Board	

**REVISION HISTORY – section maintained by the Director of Quality and Standards**

Revision Reference No.	Approved/Rescinded	Date	Committee/Board	Resolution No. / Minute Ref.
0308	Approved	20/03/2008	Academic Board	4.4
0511	Approved	26/05/2011	Academic Board	4.1
1216	Approved	08/12/2016	Academic Board	4.1
0617	Approved	02/06/2017	Academic Board	5.1