Conferral and Graduation Policy

Policy Id	A002
Previous versions	Replaces *Qualifications Documentation and Verification Policy 28 Nov 2012*, May 2023
Current version	Approved by Board of Governors, 29 July 2024
Scheduled review date	July 2027
Threshold Standard	1.5
Responsible person/s	Academic Administration Manager
Appendix A	List of amendments

1. Introduction

Conferral is the act of bestowing an academic award upon a recipient. Adelaide Central School of Art is accredited to confer the following awards to eligible recipients:

- Diploma of Visual Art
- Associate Degree of Visual Art
- Bachelor of Visual Art
- Bachelor of Visual Art (Honours)

2. Purpose

This policy sets out the key principles and requirements for the conferral of academic awards by Adelaide Central School of Art (ACSA).

3. Scope

This policy applies to all academic awards issued by ACSA, and all graduands and graduates who have met the requirements for an academic award.

4. Definitions

4.1 Award: A degree, diploma or other academic award that is recognised within the Australian Qualifications Framework and has been accredited by the Tertiary Education Quality and Standards Agency.

4.2 Conferral: the act of bestowing an academic award upon a recipient.

4.3 Graduand: a person who is eligible to receive an academic award.

4.4 Graduate (noun): a person who has received an academic award.

4.5 Testamur: a certificate that evidences the conferral of an academic award.

5. Policy

5.1 Eligibility to Graduate

To be eligible to graduate with an award from ACSA, students must:

a. have completed the course requirements for the award,

b. have no outstanding grades for units contributing to the award,

c. have no outstanding fees relating to the award,

d. not be under investigation for a suspected breach of academic integrity under the Academic Integrity Policy and/or student misconduct under the Student Misconduct Policy.

5.2 Eligibility to Graduate from a Lower-Level Award

5.2.1 Students are eligible to graduate from a lower-level award than their enrolled course provided they have applied and been approved to exit.

5.2.2 Students applying to exit must have a course status of Enrolled or On Leave, or have been inactive for no longer than six months.

5.2.3 Applications to Exit must be submitted at least three months prior to the graduation date for a given year.

5.3 List of Graduands

The Academic Board will approve the list of graduands and recommend the conferral of the awards by the Board of Governors.

5.4 Conferral of Awards

5.4.1 The Board of Governors will approve the conferral of awards on graduands.

5.4.2 The conferral date recorded on the testamur is the date the conferral is approved by the Board of Governors.

5.4 Rescission of Awards

5.4.3 The Board of Governors may rescind the conferral of an academic award in the following circumstances:

a. The graduate is found to have breached academic integrity in the completion of the course requirements and/or engaged in fraud as part of their admission.

b. ACSA made an administrative error in conferring an award for which the student was not eligible.

5.5 Graduation Ceremony

5.5.2 Graduates will receive their testamur and academic transcript at the Graduation Ceremony.

5.5.3 Graduates who do not attend their Graduation Ceremony may elect to either collect their testamur and academic transcript from Administration or receive them by post.

5.6 Award Documentation

Upon conferral, all graduates will be issued with:

a. a printed testamur

b. a printed academic transcript

ACSA ensures that award documentation is consistent with the requirements of the Australian Qualifications Framework and Threshold Standard 1.5 when issuing these documents.

5.7 Replacement Testamurs

5.7.2 A student may apply for a replacement testamur if theirs has been lost, destroyed or damaged.

5.7.3 Replacement testamurs will be issued when a student has completed the required form, paid the prescribed fee, and either relinquished the damaged original or provided a statutory declaration confirming their testamur has been lost or destroyed.

5.8 Records Management

ACSA will maintain accurate and up-to-date records of Award documentation, including academic transcripts and testamurs and certificate numbers, on its student management system and tertiary credentials digital platform.

6 Responsibilities

6.4 The Academic Director is responsible for verifying the eligibility of graduands for conferral.

6.5 The Academic Board is responsible for recommending the conferral of awards to the Board of Governors.

6.6 The Board of Governors is responsible for conferring awards.

6.7 The Academic Administration Manager is responsible for submitting a list of graduands to the Academic Director and for ensuring Award Documentation complies with the requirements of this policy.

6.8 The CEO is responsible for scheduling the Graduation Ceremony.

6.9 The Student Services Officer is responsible for coordinating the Graduation Ceremony, in collaboration with the CEO.

7. Procedures

7.1 List of Graduands

7.1.1 The Academic Administration Manager will submit a List of Graduands to the Academic Director for review.

7.1.2 The Academic Director will review the list of graduands to verify their eligibility to graduate.

7.1.3 The Academic Director will submit a list of graduands to the Academic Board.

7.2 Recission of Awards

7.2.1 The Academic Director is responsible for recommending the rescission of the conferral of an award based on an assessment of the criteria outline in 5.5.1.

7.3 Graduation Ceremony

7.3.1 ACSA will hold one Graduation Ceremony per calendar year.

7.3.2 Graduation Ceremonies will be scheduled by the CEO and coordinated by the Student Services Officer.

7.3.3 Where possible, graduates will be invited to attend the first Graduation Ceremony following their course completion.

7.4 Award Documentation

7.4.1 **Testamurs**

Testamurs issued by ACSA must meet the requirements specified in Threshold Standard 1.5 and include:

a. the legal name of the person to whom the documentation applies, as recorded on the student management system
b. the full title of the award conferred, including the field of study
c. the date of issue
d. the name and signatures of the Academic Board Chair and the Board of Governors Chair
e. the ACSA Common Seal
f. the certificate number
g. the words ‘This qualification is recognised within the Australian Qualifications Framework’.

7.4.2 **Academic Transcripts**

Academic Transcripts issued by ACSA must meet the requirements specified in Threshold Standard 1.5 and include:

a. the legal name of the person to whom the documentation applies, as recorded on the student management system
b. the date of issue
c. the name, title and signature of the Academic Administration Manager
d. the full name of all courses and units of study undertaken and when they were undertaken and completed
e. the credit points allocated to each unit, including credit granted through recognition of prior learning or cross-institutional study
f. the grades award for each unit of study undertaken and a key to grades

APPENDIX A: Policy Amendments

Version 2: May 2024. Inclusion of 5.2.2. Revisions to separate policy from procedures (Item 7).