

POLICY DOCUMENT

GRADUATION POLICY

1 Purpose and Scope

This policy covers matters relating to student graduation.

Scope:

- All Students and Staff

2 Policy Statement

This policy outlines the conferral of awards and graduation at the Australian College of Physical Education.

2.1 Intention to Graduate

Students who have fulfilled all academic and administrative course requirements must notify the Registrar's Office of their intention to graduate by submitting the *Application for Course Completion Form* or before the cut-off date published in the College Calendar.

Failure to notify the College of intention to graduate by the cut-off date and/or failure to pay in full any outstanding fees or charges owing to the College will result in the student's exclusion from the graduation program.

2.2 Eligibility

The criteria below must be met for a student to be confirmed as eligible to graduate:

- All academic and administrative course requirements have been fulfilled;
- Where relevant, all practical and professional experience course requirements have been met, and a minimum of a Pass or Satisfactory grade has been achieved for all required subjects;
- No financial debt is owed to the College;

- There is no current suspension, exclusion or expulsion penalty on the student's record;
- There are no outstanding claims against the student; and
- The student has not already graduated from the course.

A Letter of Completion will be provided to the student confirming eligibility to graduate.

Nothing in this policy statement should act to undermine the discretion of the College to deal with individual matters that present as extraordinary cases of hardship or special circumstances outside the terms of this statement and according to law.

2.3 Conferral

The Board of Directors is the approving body for the conferring of awards. The ACPE Academic Board recommends to the ACPE Board of Directors, the conferral of awards to students certified by the Registrar to have completed the requirements for their respective courses. At the graduation ceremony, the Chair of the Board of Directors (or the Board-nominated authority) confers the candidates the awards for which they have qualified.

2.4 In Absentia Graduation

Students eligible to graduate may choose to graduate *in absentia*. Students who elect to graduate *in absentia* are not permitted to participate in any future ceremony for that award.

2.5 Awards

2.5.1 Academic Awards

Graduands approved for conferral of their awards will be presented at the graduation ceremony.

2.5.2 Special Awards

The College acknowledges graduands' academic excellence as part of the graduation ceremony. The College uses a cumulative Grade Point Average (GPA) to measure the academic performance of individual students and to determine recipients of awards. The grading system and GPA calculation is outlined in the *Assessment Policy*.

- **Academic Excellence Awards**

Graduands who have achieved a cumulative GPA of 6.0 or above will receive the Academic Excellence Award.

- **College Medal**

At the discretion of the CEO and Dean, the College may choose to award the College Medal to the highest academically performing undergraduate student in the graduating class. To be eligible for the Medal, the graduand must have been enrolled in the course for at least 2 years (EFTSL) in a 3-year course, or 3 years (EFTSL) in a 4-year course, and must have achieved a cumulative GPA of 6.0 or above.

2.5.3 Awards Presented under Special Circumstances

A posthumous award may be made at a graduation ceremony to a graduand who dies before the ceremony at which the award would have been presented to the graduand.

In exceptional circumstances, the Board of Directors may approve the conferral of a posthumous award to a student who has died or has been incapacitated, and has not completed all course requirements.

2.6 Testamur

The testamur is presented to graduates at the graduation ceremony. Individuals who have notified the College of their intention to graduate *in absentia* may obtain their testamur directly from the College, once conferred.

In the case of loss or damage of a testamur after it has been awarded, a replacement testamur can be requested by the graduate through the *Graduation Documents Issuance Policy*. The request will be subject to an administrative fee levied by the College.

2.7 Graduation Ceremonies

Graduation ceremonies are held by the College annually. Only students who have notified the College of their intention to graduate by the due date, and have met all eligibility requirements, may take part in a graduation ceremony. Ceremonies are held at venues and in a format deemed suitable by the College. Students attending their respective ceremony are expected to comply with graduation protocols. The College reserves the right to refuse a student's participation in the ceremony program or refuse entry to the ceremony event.

2.7.1 Program

The main components of the graduation ceremony are:

- Academic procession

- Welcome and Acknowledgement of Country
- Occasional Address
- Conferral and Presentation of Awards
- Graduate Vote of Thanks

A graduation program will be compiled for every graduation ceremony.

2.7.1 Academic Dress Conventions

Wearing academic dress is compulsory for all graduands and members of faculty participating in graduation ceremonies.

- ***Academic Regalia***

Academic dress for the College's graduation ceremonies is hired from an external provider and information regarding the arrangements for the hire of the academic dress is communicated to graduands via email.

- ***Graduand Dress***

The graduand academic dress consists of: a black Oxford style gown, a hood or stole with the colour/s of the degree, and a mortar board with a tassel.

Gowns

The College uses gowns of the Oxford pattern in black. Where Oxford pattern gowns cannot be secured other comparable gowns (i.e. Cambridge style) may be used. Gowns are worn at knee length.

Previously conferred medals and decorations are not traditionally worn on any part of academic dress but can be worn on one's clothing. The clothing to be worn with academic dress will depend on the time and formality of the occasion. It should be kept in mind that academic ceremonies are formal occasions and it is a compliment to others to dress accordingly.

Hoods and Stoles

The hood is worn as it folds naturally on the back, and with some of the lining or edging showing. A graduand being presented for an award should wear the dress for that award, and no other. Only one hood should be worn at a time. If two awards are being presented at the same time, only one item of regalia can be worn at the ceremony. The regalia for the higher award will be worn if two levels of award are being received.

Hood and Stole Colour

The official colours are:

Department	Level/s of Study	Hood / Stole Colour
Dance	Bachelor	Lined with Gold and edged with New Red
Education	Bachelor	Lined with Gold and edged with Diopase
Global Health and Health Science	Bachelor	Lined with Gold and edged with White
Sports Business	Graduate Diploma Graduate Certificate Bachelor Associate Degree	Gold hood lined with Electric Blue Gold Stole Lined with Gold and edged with Electric Blue Gold Stole
Sports Performance	Bachelor Associate Degree	Lined with Gold and edged with Tartar Green Gold Stole

Mortar Boards

The mortar board is worn level, with the small peak at the front and the point in the centre of the forehead. The tassel is worn on the right hand side for graduands and moved to the left once the individual is confirmed as a graduate at the ceremony.

The mortar board should be worn when standing or walking such as in procession, when speaking at a ceremony, or when receiving an award.

If a graduate has a specific reason for not wishing to wear a mortar, they must inform the College in writing of their reasons. Generally, if the graduand usually wears culturally specific headwear such as a turban, then wearing of the mortar board is a matter of preference for the graduate.

Salutation

The mortar board is lifted in salutation when a graduate is being presented to the Presiding Officer. That officer returns the greeting. Those addressing the Presiding Officer salute when referring directly to him/her (but not when speaking about him/her), and the salute is returned.

Those who are not wearing a mortar board or bonnet salute by a nod of the head.

- **Academic Faculty Dress**

Members of the College faculty should wear the academic dress prescribed for their highest qualification from the relevant awarding institution. If the exact dress from the awarding institution is not available, faculty may wear any academic dress prescribed by the College, or the academic dress to which they are entitled or, if not so entitled, a plain black Oxford bachelor's gown with a mortar board. Gowns are worn at knee length, and doctoral gowns usually longer than others.

- **Guests and Visitors**

Persons who are not in possession of a qualification entitling them to academic dress and who are requested to wear academic dress (for example in a procession or when acting as an attendant at a ceremony) should wear only a plain black bachelor's gown of the Oxford style; a mortar board is not worn.

2.8 Recordkeeping

A register of awards conferred annually will be maintained by the Registrar's Office.

3 Definitions

- **EFTSL** means equivalent full-time student load. The EFTSL undertaken by a regular full-time student in a year is 1.
- **Graduand** is a student who has completed their award and been deemed eligible to graduate.
- **Graduate** is a student who has had their award conferred on them by the College.
- **Graduation in absentia** means that a degree is conferred on a student without their presence at a graduation ceremony.
- **Letter of Completion** is the College's official document stating that a student has met all requirements to graduate from a course of study.

- **Registrar’s Office** is the College’s central administrative unit responsible for maintaining student records and data.
- **Student** is an individual person who is formally enrolled to study at the College is assigned a unique student identification number.
- **Testamur** means the certificate granted to graduating students provided as documentary evidence of their successful completion of the course.

4 Related Documents

- Assessment Policy
 - Graduation Documents Issuance Policy
- Legislation**
- Australian Qualifications Framework (AQF)

5 Policy Administration

Policy Name & Code:			Graduation Policy (POL-20)
Policy Owner:			Registrar’s Office
Approval Authority:			Academic Board (ACPE)
Next Review:			September 2023
Approval Date	Effective Date	Version	Summary of changes
		4	Harmonised.
13 Dec 18	14 Dec 18	5	Revision date: 08 Nov 2018 <ul style="list-style-type: none"> • Policy de-harmonised. Other SGA brands removed. • Document content updated to reflect current ACPE practices and activities, including job titles and departments. • Document content reviewed to ensure compliance with legislation. • Document format changed in line with the new document template for ACPE policies and procedures

14 Mar 19	14 Mar 19	5.1	<ul style="list-style-type: none"> • References to Dean and Operations Director replaced with CEO and Dean. • References to Student Services and Learning Support Manager replaced with Director of Student Services and Campus Wellbeing.
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* Unless otherwise indicated, this policy will still apply beyond the review date