



TAFE NSW HIGHER EDUCATION DEGREE CONFERRAL AND GRADUATION PROCEDURE

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1. Document history and details

Version 2: 2 December 2021

Commencement date: Semester 1 2022

2. Introduction

- 2.1 This procedure outlines the TAFE NSW Higher Education rules for meeting course completion requirements, graduation eligibility, conferral of awards and certification documentation.
- 2.2 This procedure accords with the principles outlined in the Australian Qualifications Framework (AQF), specifically the AQF Qualifications Issuance Policy.

3. Audience and applicability

- 3.1 This procedure applies to:
 - all TAFE NSW Higher Education staff responsible for the management of students enrolled in higher education courses including academic and student administration staff; and
 - all students enrolled in TAFE NSW Higher Education courses.

4. Definitions

Academic Council	Responsible for academic policy making, academic administration, oversight of the educational process and control over the administration of TAFE NSW Higher Education curriculum to allow educational objectives to be achieved.
Academic staff	Dean of Higher Education, Course Coordinators, Teachers
Course Coordinator	The manager of a TAFE NSW Higher Education course, who has overall responsibility for course and student management at the delivering campus.
Dean	Responsible for overseeing and reporting to the Academic Council on a range of TAFE NSW Higher Education academic matters, student management, course implementation and professional development of staff.
Head of TAFE NSW Higher Education	Overall responsibility for TAFE NSW Higher Education programs and point of contact between TAFE NSW and TEQSA.
Successful completion of a course	Successful completion of a course requires achievement of a pass grade or higher for all subjects, or to have been granted credit (recognition of prior learning) for identified subjects.
Student Management System	The digital system used by TAFE NSW to manage student records including student enrolment, academic progress and course completion documentation. Often referred to as SMS.
TAFE NSW Higher Education	Trading name for the Technical and Further Education Commission which is the higher education provider registered with TEQSA.

5. Eligibility to graduate

5.1 Students are deemed eligible to graduate if they:

- have satisfied course completion requirements by successfully completing:
 - core and elective subjects in accordance with the course structure; and
 - the requisite number of subjects; and
 - requisite number of credit points; and
 - within the mandated maximum study period;
- do not have any outstanding fees or debts payable to TAFE NSW.

5.2 A student who has not completed study requirements in accordance with the standard course structure may be deemed eligible to graduate if:

- the program of study was approved by the Course Coordinator; and
- the student has met the overall course learning outcomes; and
- the student has completed the requisite number of subjects and credit points.

6. Approval to graduate

6.1 The Course Coordinator will identify students in their final semester of study who may be eligible to graduate.

6.2 On completion of all assessments in the final semester, the Course Coordinator will provide a list of students who are eligible to graduate (in accordance with Section 5 above) to the Dean of Higher Education.

6.3 The TAFE NSW Higher Education Standards Team verifies the eligibility to graduate of each student on the lists submitted by Course Coordinators and seeks final endorsement of the list of eligible graduates from the Course Coordinator.

6.4 The Dean of Higher Education recommends the list of endorsed completers to the Chair of the Academic Council for approval to confer degrees.

6.5 The Chair of the Academic Council approves graduation and the conferral of degrees.

6.6 A complete list of graduates is provided to the Academic Council for information.

7. Conferral of awards

7.1 Awards will be conferred on students who have been approved to graduate at the next graduation ceremony with students receiving their award in person or in absentia,

7.2 TAFE NSW will not confer an award if:

- the student is the subject of a current misconduct investigation and that investigation has not been completed;
- the student has outstanding tuition fees owed to TAFE NSW or other outstanding administrative charges such as library fines.

7.3 TAFE NSW may publish graduates' names, awards conferred and conferral dates. Graduates who do not wish to be publicly identified must contact the TAFE NSW Higher Education Standards Team.

8. Graduation

8.1 Students approved to graduate (in accordance with Section 6 above) will be invited to graduate.

- 8.2 Students can elect to:
- attend the next scheduled graduation ceremony; or
 - attend a subsequent graduation ceremony within 12 months of the original graduation date; or
 - graduate in absentia.
- 8.3 TAFE NSW Higher Education may decline a graduand permission to attend a graduation ceremony in person if there are reasonable grounds for believing that the graduand constitutes a risk to any other person.
- 8.4 TAFE NSW Higher Education will determine the location of graduation ceremonies and the awards to be conferred.
- 8.5 A fee is payable by graduands to attend the ceremony.
- 8.6 A student who graduates in absentia will receive their testamur and transcript after the graduation ceremony.
- 8.7 In exceptional circumstances, a student can apply to the Dean of Higher Education to graduate in absentia earlier than the next scheduled graduation ceremony, subject to the provisions of Section 5 above being met.

9. Embedded qualifications

- 9.1 A student who discontinues their studies but has completed the requirements of an embedded qualification will be issued with a testamur and transcript of academic record for the embedded qualification. They may be eligible to receive a transcript for the higher level qualification if additional subjects beyond the requirements of the embedded qualification have been completed.
- 9.2 Students exiting via embedded qualifications will be eligible to graduate in accordance with the provisions of Section 8 above.
- 9.3 A student who wishes to exit with an embedded qualification must complete the TAFE NSW Higher Education withdrawal form and submit it for approval to the Course Coordinator.
- 9.4 The Course Coordinator will ensure the student has completed the course requirements for the embedded qualification before approving the student's withdrawal and completion via the embedded qualification.
- 9.5 A student enrolled in a higher-level qualification cannot progressively graduate with the embedded lower level qualifications.
- 9.6 A student who enrolls in and completes a lower-level qualification which is embedded in a higher-level qualification and who chooses to continue their studies in the higher level qualification will:
- be issued with a testamur and transcript for the lower-level qualification on completion; and
 - be issued with a testamur and transcript for the higher-level qualification on completion however subjects completed in the lower-level qualification will be reported on the transcript for the higher-level qualification as having been achieved through recognition of prior learning and will be reported as 'By Advanced Standing' on the transcript of the higher-level qualification.

10. Certification documentation

10.1 Graduates will be issued with:

- a testamur and
- transcript of academic record.

10.2 The transcript will indicate the course grade and all subject grades.

10.3 Graduates who have received more than 50% of their subjects via credit (recognition of prior learning) will receive an ungraded course award.

10.4 Students eligible to graduate can apply for a transcript of academic record confirming completion prior to graduating if:

- they are applying for further study and require evidence of completion; or
- they are an international student requiring evidence of completion for visa purposes; or
- for other valid reasons as confirmed by the Dean of Higher Education.

11. Replacement documentation

11.1 The issuance of replacement testamurs and transcripts is governed by the TAFE NSW Student Academic Document Issue Procedure and may incur a fee.

11.2 Graduates can apply for a replacement testamur or transcript as a result of damage, loss, theft or change of name.

11.3 Applications for a replacement testamur or transcript must be accompanied by supporting evidence which may include a statutory declaration.

11.4 The student applying for a replacement testamur due to name change must return the original testamur before being issued with the replacement testamur.

12. Withdrawal or revocation of awards

12.1 To ensure the integrity of TAFE NSW Higher Education, awards may be withdrawn by TAFE NSW Higher Education:

- if they are found to have been issued in error;
- if an error was made in determining the student's course award grade, and a replacement showing the correct award grade needs to be issued.

12.2 A student must return a testamur withdrawn in accordance with Section 12.1.

13. Posthumous awards

13.1 If a student dies, they may be considered for a posthumous award if:

- they had successfully completed 90% or more of course work; or
- where exceptional circumstances are demonstrated.

13.2 Decisions in relation to posthumous awards will be recommended by the Dean of Higher Education and approved by the Chair of the Academic Council.

14. Appeals

14.1 A student may appeal any decision made under this procedure. The only grounds for appeal are that the decision is inconsistent with this procedure.

14.2 Students wishing to appeal must follow the processes outlined in TAFE NSW Higher Education Grievance Procedure.

15. Roles and responsibilities

- 15.1 The Dean of Higher Education and Course Coordinators are responsible for the effective management and implementation of these procedures.
- 15.2 This procedure does not replace or modify any other responsibilities which may arise under other higher education provider policies or under statute or any other law.

16. Related documents

TAFE NSW Higher Education Assessment Procedure
TAFE NSW Higher Education Progression and Exclusion Procedure
TAFE NSW Higher Education Student Grievance Procedure
TAFE NSW Higher Education Tuition Fees, Payments, HELP, Refunds and Review Procedure
TAFE NSW Student Academic Document Issue Procedure

17. Monitoring and evaluation

This procedure will be reviewed and updated regularly in line with the TAFE NSW Higher Education Quality Assurance and Continuous Improvement Framework.

18. Publication of this procedure

The current version of this procedure is published on the TAFE NSW internet.

19. Approval

The TAFE NSW Higher Education Academic Council approved this procedure on 2 December 2021.