



**EYNESBURY**  
**COLLEGE**

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# GRADUATION POLICY

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## SECTION A - INTRODUCTION

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### A.1 Purpose

This policy covers matters relating to student graduation.

### A.2 Scope

This policy applies to all current students of any of the programs operated by Eynesbury College. It does not cover students in Eynesbury Senior College.

### A.3 Definitions

Word/Term	Definition
Certification documentation	A combination of documents that a student receives upon graduating from their program
Class	A scheduled teaching block
Graduate	<ol style="list-style-type: none"> <li>1. A person who has been recognised as successfully completing a program of study</li> <li>2. Successful completion of the requirements for a qualification</li> </ol>
Program	An approved combination of modules in which a student is enrolled
Qualification	The program/module as accredited by the relevant approval body
Record of Results	A document listing all the modules and programs in which a student has been or is enrolled in, together with achieved results. It may also be called a 'Statement of Results', 'Academic Transcript', 'Transcript of Academic Record' or 'End of Term Report'
Testamur	The official document that is issued when an award is conferred. It may also be called an 'award', 'parchment', 'laureate' or 'certificate'

## A.4 Acronyms

<b>Abbreviation</b>	<b>Phrase or Word</b>
AQF	Australian Qualification Framework
ELICOS	English Language Intensive Courses for Overseas Students
FLP	Foundation Levels Programs (UniStart and Foundation Studies Program)
HEP	Higher Education Programs

## SECTION B - POLICY STATEMENT

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### B.1 Principles

All students who successfully complete their program will be eligible to graduate. Their achievement may be recognised with a ceremony and they will be issued with certification documentation appropriate to their program.

### B.2 Policy

#### 1 Graduation eligibility

- 1.1** A student is eligible to graduate from an award program or complete a non-award program in which they are enrolled if:
- all program requirements have been met
  - no financial debt is owed
  - there is no current suspension, exclusion or expulsion penalty on their record
  - they have not already graduated from that award or completed the non-award

#### 2 Graduation ceremonies – Higher Education Programs (HEP) and Foundation Levels Programs (FLP) students

- 2.1** A graduation ceremony will be held each year which may include prospective graduates from both award and non-award programs.
- 2.2** If no graduation ceremony is held within two months of graduation eligibility, Testamurs and Records of Results can be requested as per the **Certification Documentation Issuance Policy**.

#### 3 Graduation – ELICOS students

- 3.1** Students who pass their program will be presented with a Record of Results and a Certificate at the module completion ceremony upon successful completion of each level of study.

#### 4 Failing to pay fees

- 4.1** An award or non-award will not be conferred if any outstanding fees are due for the program.

#### 5 Certification documentation

- 5.1** Certification documentation will be compliant with all requirements as stipulated in the Australian Qualifications Framework (AQF) and as defined in the **Certification Documentation Issuance Policy**.

## SECTION C - GOVERNANCE

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### C.1 Responsibility

<b>Identification</b>	Graduation Policy
<b>Policy Owner</b>	Academic Directorate
<b>Approving Authority</b>	Eynesbury Executive group
<b>Initial Issue date</b>	September 2013
<b>Directory Location</b>	Policies, Eynesbury, Academic Directorate

### C.2 Version Control

<b>Current Version Number</b>	v2.0
<b>Date of Effect</b>	4/2019
<b>Review Date</b>	4/2022
<b>Privilege Level</b>	Public

### C.3 Legislative and Organisational Context

<b>Name</b>
<a href="#">Australian Qualifications Framework</a>
<a href="#">Higher Education Standards</a>

## **SECTION D - PROCEDURE**

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### **D.1 Related Procedures**

Graduation Procedure

### **D.2 Related Policies**

Certification Documentation Issuance Policy