

CONFERRAL OF QUALIFICATIONS, AWARDS AND GRADUATION POLICY (HIGHER EDUCATION)

1. Purpose and Objectives

1.1 The objectives of this policy are to:

- define who is eligible for formal conferral of a qualification by the Academic Board of Le Cordon Bleu Australia (LCBA),
- define who is responsible for the management of graduation ceremonies,
- outline under what circumstances and how qualifications may be presented, and
- outline the procedural principles for issuing, revoking and reissuing academic documentation relating to qualifications and awards.

2. Scope

2.1 This policy applies to higher education qualifications and awards.

3. Legislative Context

- Australian Qualifications Framework
- Higher Education Standards Framework (Threshold Standards) 2015
- Statutory Declarations Act 1959 (Cwlth)
- Student Identifiers Act 2014 (Cwlth)

4. Policy Statement

4.1 LCBA commits to upholding academic standards and the appropriate implementation of processes for the awarding and revoking of qualifications in accordance with the requirements of the Australian Qualifications Framework and the Higher Education Standards Framework 2015.

4.2 LCBA applies effective procedures to monitor the academic progress of students to ensure that qualifications and awards are granted in accordance with LCBA policies or are revoked where it has been determined that a qualification or award has been granted in error or there has been a breach of relevant LCBA's policies.

4.3 LCBA will confer or revoke a qualification as determined by LCBA policies.

5. Policy

5.1 Every person who completes the requirements for a qualification is eligible for formal conferral of the award by LCBA.

5.2 A student is deemed to have completed the requirements for a qualification after completion of all course requirements, including Work Integrated Learning or Hospitality Industry Experience units.

5.3 Upon completion of the requirements for a qualification, and having been deemed to have completed qualification requirements after an Academic Committee Meeting, LCBA will provide to students, within 30 calendar days, academic documentation, including two (2) copies of academic transcripts and a Letter of Completion. Parchments (testamurs) may be issued at graduation ceremonies.

CONFERRAL OF QUALIFICATIONS, AWARDS AND GRADUATION POLICY (HIGHER EDUCATION)

- 5.4 Parchments (testamurs) will indicate the achievement of students who fulfill the requirements of a higher education degree with honours; and/or with a major or specialisation.
- 5.5 Students who satisfactorily complete the requirements for a double degree will receive one parchment (testamur).
- 5.6 Additional or replacement academic transcripts can be issued at a cost of \$20 per additional copy; students who withdraw from their program prior to completion may be issued with one copy of their transcript free-of-charge.
- 5.7 Replacement parchments (testamurs) can be issued in the event of damage or loss. There is a cost for replacement parchments (see Fees and Refunds Policy). Requests for replacement parchments can be lodged by completing the Application for Replacement Parchment along with a completed Statutory Declaration providing evidence of the damage/loss. Forms are available from Student Services. The original date of conferral will be maintained, however signatories to the replacement testamur may be different from those on the original parchment (testamur). Replacement parchments (testamurs) are marked "copy only".
- 5.8 Replacement certification documentation will meet the requirements of the Australian Qualifications Issuance Policy under the AQF. The design and non-essential details (such as campus address) may not be identical to the originally issued certification documentation.
- 5.9 LCBA will provide replacement certification documentation within 7 working days of receiving a valid application and payment, with the exception of testamurs requiring calligraphy, which LCBA will provide within 30 days.
- 5.10 If students wish to exit their qualification at a lower AQF level, they must contact the local Student Services office to lodge an Application for Early Exit and must do so eight weeks prior to completing their exit qualification.
- 5.11 Students cannot graduate at a ceremony unless they have completed all requirements for a qualification, have no outstanding debt, received an invitation to graduate from LCBA and responded to that invitation.
- 5.12 Eligible students may elect to defer attendance of their graduation ceremony and must do so before the RSVP date for the immediate graduation; students are able to defer attendance of graduation ceremonies up to a maximum of one graduation round.
- 5.13 Where a qualification or an award is conferred in absentia, LCBA will make arrangements for either the postal despatch of the documents referred to in 5.3, or otherwise for collection.
- 5.14 LCBA will automatically confer qualifications or awards in absentia to students who do not respond to their invitation to attend a graduation ceremony.
- 5.15 Students who accept the invitation to attend a graduation ceremony, but then do not attend, will have their qualifications and/or awards conferred in absentia, unless the student contacts the LCBA to make other arrangements.

CONFERRAL OF QUALIFICATIONS, AWARDS AND GRADUATION POLICY (HIGHER EDUCATION)

- 5.15.1 In the event of a student's death before conferral of their qualifications or award, but after completing all the requirements for a qualification or award, the qualification or award will be conferred posthumously, either to a nominated representative of the deceased student's estate, or in absentia.
- 5.16 Revoking a qualification or an award
- 5.16.1 LCBA may revoke a qualification or an academic award where LCBA is satisfied that:
- the qualification or award was conferred in error
 - the qualification or award was conferred by reason of a breach of LCBA's Academic Integrity Policy and as such the completion requirements for the qualification or award were not fulfilled.
- 5.16.2 Authority to revoke qualifications or awards rests with the Corporate Board.
- 5.17 Academic Excellence Awards (Dux awards)
- 5.17.1 To be eligible for the Dux award in a Bachelor course, the student must have completed the requirements of a qualification for a three-year AQF 7 compliant undergraduate qualification offered by LCBA and not have received more than 50% credit or advanced standing towards the award (excluding Work Integrated Learning 101 and 201).
- 5.17.2 To be eligible for the Dux award in a Masters course, the student must have completed the requirements of a qualification for an AQF 9 compliant Master qualification by coursework offered by LCBA and not have received more than 50% credit or advanced standing towards the award (excluding Hospitality Industry Experience)
- 5.17.3 Dux is awarded for student with the highest GPA of the graduating cohort in each course/program and a GPA of 6.0 or higher.
- 5.17.4 In cases where there is no graduating student in the cohort with a GPA of 6.0 or higher, Dux may be awarded at the discretion of the Dean to a student with a minimum GPA of 5.5.
- 5.17.5 In the case of a tie (where two or more students have identical GPAs), the student with the highest percentage result will be awarded Dux.
- 5.17.6 The Dux is awarded at the discretion of the LTQC and may not be awarded in some circumstances.
- 5.18 Academic Excellence Awards (Meritorious awards and Dean's list)
- 5.18.1 Meritorious Awards are presented in the Bachelor and Master courses/programs.
- 5.18.2 Meritorious Awards are presented to the students with the highest YGA at the conclusion of each 12 months of study.
- 5.18.3 Students presented with Meritorious Awards will receive a scholarship and letter of commendation for academic excellence.

CONFERRAL OF QUALIFICATIONS, AWARDS AND GRADUATION POLICY (HIGHER EDUCATION)

- 5.18.4 Dean’s list awards are presented in Bachelor and Master programs.
- 5.18.5 Students with a GPA of over 5.0 are recognised on the Dean’s list. Dean’s list awards are based on cumulative GPA and awarded upon completion of each 12 months of study.
- 5.18.6 Students will receive a letter from the Executive Dean indicating they have achieved academic excellence with the qualification of:
- Credit (GPA 5.0-5.4);
 - Distinction (GPA 5.5-5.9); or
 - High Distinction (GPA over 6)
- 5.18.7 Eligible recipients of all academic awards are communicated to LCBA by the Academic Committee Chair at Academic Committee Meetings.

6. Roles and Responsibilities

Roles	Responsibilities
Academic Board	Approves graduand list; Oversees the governance of qualifications and academic excellence awards processes; Authorises the conferral of qualifications and academic excellence awards.
Academic Committee	Ratifies results, course completions and granting of qualifications
Academic Committee Chair	Recommends students for qualifications and academic excellence awards to Academic Committees and the Academic Board
Corporate Board	Authorises scheduling and conduct of graduation ceremonies; Delegates authority on all academic matters relating to the conferral of qualifications and awards to the Academic Board; Authorises the revocation of qualifications; Notes the graduand lists tabled to the Academic Board.
Data Assurance and Quality Manager	Verifies completion of an AQF qualification
Events Staff	Manages graduation ceremonies.
Manager, Public Relations and Communications	Oversees Events Staff who manages the graduation ceremonies.
National Student Services Manager	Manages parchment and academic documentation stock
Program Manager (Delivery Partner)	Provides accurate and timely student results to LCBA.

CONFERRAL OF QUALIFICATIONS, AWARDS AND GRADUATION POLICY (HIGHER EDUCATION)

Roles	Responsibilities
Registrar	Is the custodian of the Le Cordon Bleu Australia Seal, and ensures the Seal is used under proper authority; Oversees the administration of the certification and graduation processes; Submits graduand lists to the Academic Board.
Student Services Manager (campus-based)	Provides to the Registrar and Events Coordinator 1) the lists of graduands; and 2) the list of Academic Award recipients Issues certification documentation to students.

7. Definitions

‘Academic Excellence Awards’ (also referred to as ‘Meritorious Awards’) recognise excellence in academic achievement and are granted to eligible students.

‘Australian Qualifications Framework (AQF)’ is the national policy for regulated qualifications in Australian education and training.

‘Certification documentation’ is the set of official documents that confirms that a qualification has been completed and awarded to an individual.

‘Conferral’ means the act of granting a qualification to a student either in person or in absentia at an official ceremony after completion of their course requirements.

‘Grade Point Average’ (GPA) is a measure of the student’s academic performance for their course to date. The GPA is calculated using the number of units that a student has attempted (including Fail grades) and the point value for the grade achieved. The GPA is also used to determine academic progression and academic awards.

‘Graduand’ is a person who has fulfilled the requirements for completion of a qualification in accordance with this policy.

‘Parchment,’ or testamur, means a document in the form of a degree, diploma or certificate which is binding on and certified by LCBA, provided to the relevant graduating student on successful completion and conferral of a qualification at LCBA.

‘Qualification’ means a degree, diploma or certificate approved by the Academic Board which may be conferred or granted by LCB on successful completion of the required learning outcomes.

‘Year Grade Average’ (YGA) is calculated from student results for the units attempted (including Fail grades) in a given 12 months of study. The YGA is used to determine academic awards.

8. Related Documents

- Academic Integrity Policy
- Academic Progress Policy HE
- Fees and Refunds Policy – Domestic Students
- Fees and Refunds Policy – Overseas Students
- Results and Grades Policy HE

CONFERRAL OF QUALIFICATIONS, AWARDS AND GRADUATION POLICY (HIGHER EDUCATION)

9. Implementation

- 9.1 The Executive Dean is responsible for ensuring that future major changes to this policy will be accompanied by an Implementation Plan.
- 9.2 The Implementation Plan will include a Communication Strategy that identifies key stakeholders and the requirements for effectively implementing and monitoring this policy.

10. Process for revoking awards

- 10.1 Recommendations to revoke awards must be made in writing by the Dean to the Registrar, and will:
- explain the reasons for the decision to revoke the award, and
 - where a new award is to be conferred, provide a recommendation for conferral of the new award.
- 10.2 The Registrar will convey the recommendation/s to the Corporate Board.
- 10.3 The Corporate Board will accept or reject the recommendation/s and direct the Registrar to enact its decision.
- 10.4 The Registrar, or delegate, will:
- report all relevant AQF testamurs as 'voided' on the 'LCBA Parchment Register',
 - amend the student's academic history on the student system,
 - advise the Corporate Board of the finalisation of the matter at its next meeting, and
 - report the change to the relevant Australian Government authority.
- 10.5 The Registrar, or delegate, will write to the student and:
- notify them of the decision to revoke their award and the reasons for the decision,
 - request the return of their testamur within 10 working days of receiving the letter,
 - issue a new Record of Results/Statement of Attainment, and
 - notify them of any new award that may have been conferred.
- 10.6 Where a new award is to be conferred, the Registrar or delegate will:
- correct the student's academic history on the student management system, backdated to the date the original award was conferred, and
 - issue the new testamur following receipt of the returned original documents.

11. Procedure

- 11.1 The Academic Board of LCBA authorises and ensures the proper governance of the process of the conferral of qualifications and academic excellence awards.
- 11.2 The Corporate Board of LCBA authorises the process of revocation of qualifications and scheduling and conduct of graduation ceremonies.



CONFERRAL OF QUALIFICATIONS, AWARDS AND GRADUATION POLICY (HIGHER EDUCATION)

12. Summary of changes since last review

Authored by	Description
Registrar	Include statements on how achievements of students who graduate with honours, major, specialisation or double degree are recognised with testamurs Clarify which academic awards are presented in which courses (see 5.4 and 5.5) Clarify whether GPA refers to period of calendar year or units from Year 1, Year 3 etc (see 5.18)