

Health Education and Training Institute Higher Education Graduation Policy

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Summary	This policy covers matters relating to a student's graduation including applying to graduate, deferred and in absentia graduation.
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Authoring Portfolio	Mental Health
Contact	Director
Consultation	as per Document History
Applies to	Higher Education
Distribution	Higher Education
Related documents	
Review date	December 2018
Risk Assessment	As per Attachment 1 to this document.

Document History

Version	Issued	Status	Author	Reason for Change
v0.1	30 November 2015	Draft	Geoff Murphy	Draft document
v0.2	5 January 2016	Draft	Mark Wilbourn	Consolidation of feedback
v0.3	21 January 2016	Draft	Mark Wilbourn	Incorporating feedback from the Policy Review Workshop 21 January 2016
v0.4	27 January 2016	Draft	Geoff Murphy	Post review amendment
v0.5	28 January 2016	Draft	Mark Wilbourn	Incorporating feedback from the Policy Review Workshop 28 January 2016
v1.0	24 February 2016	Final	Mark Wilbourn	As approved by Health Education and Training Institute Higher Education Governing Council

Issued under the authority of the Health Education and Training Institute Higher Education Governing Council

Health Education and Training Institute Higher Education Graduation Policy

Policy Statement

Graduation is the formal conferment upon a student of the academic award they are eligible to receive at the successful completion of their course of study. The formal documentation presented to the student at graduation is conclusive evidence of the student's success in achieving the academic standards set by Health Education and Training Institute Higher Education which has robust processes in place to ensure that persons who are conferred with their qualification have validly met all eligibility requirements.

Definitions

1. For the purpose of this policy:
 - a. Graduand - means a student who has completed their award and been deemed eligible to graduate.
 - b. Graduate - means a graduand who has had their award conferred on them by Health Education and Training Institute Higher Education.
 - c. Graduation in absentia - means when an award is conferred on a student without their presence at a graduation ceremony.

Aims and Objectives

Eligibility

2. A student is eligible to graduate from the course in which they are enrolled if:
 - a. all course requirements have been met as determined by the Health Education and Training Institute Higher Education Academic Board;
 - b. no financial debt is owed to Health Education and Training Institute Higher Education;
 - c. there is no current suspension, exclusion or expulsion penalty on their record;
and
 - d. they have not already graduated from that course.

Overview

Registering to Graduate

3. All students must register to graduate during the last semester of their course of study. The deadlines for graduation registration will be published on Health Education and Training Institute Higher Education's website for each session.

Procedures

4. Failure to lodge a registration form to graduate or failure to pay any fees or charges owing will result in the graduand not graduating at the next available round of graduation ceremonies.
5. If a student has not registered to graduate within six months following completion of the award requirements, they normally will be automatically graduated in absentia at the next graduation ceremony.

Deferring Graduation

6. Students eligible to graduate may elect to defer their graduation by notifying the Director Education and Training in writing. The maximum period of deferral is until the graduation ceremony in the following year.

In Absentia Graduation

7. Students eligible to graduate may choose to graduate in absentia by making application in writing to the Director Education and Training. Students who elect to graduate 'in absentia' are not permitted to participate in any future ceremony as a recipient for that award.

Recognition of Academic Merit/Excellence

8. Masters students may be eligible for recognition of academic merit/excellence on graduation. To be eligible for consideration they must attain a distinction average in units at AQF level 9 with no units below a credit. Selection for recognition will be

determined by the Health Education and Training Institute Higher Education Academic Board.

Roles and Responsibilities

Students deemed eligible to graduate will be notified regarding the process for graduation and will be requested to respond by a nominated date.

Related Documents

Acknowledgement:

Health Education and Training Institute Higher Education gratefully acknowledges the permission granted by Western Sydney University (WSU) for the use of its policy template and policy content in the development of this publication.

IMPLEMENTATION CHECKLIST – COMPLIANCE SELF ASSESSMENT

Assessed by:	Date of Assessment:		
IMPLEMENTATION REQUIREMENTS	Not commenced	Partial compliance	Full compliance
1.			
	Notes:		
2.			
	Notes: Relevant Director		
3.			
	Notes: TRIM reference number -		
4.			
	Notes:		
5.			
6.			
	Notes:		

Attachment 1

RISK ASSESSMENT

<Document Title>

1.	Policy/Process being assessed	Notes
	Document Number	
	Publication date	
	Scheduled review date	
	Date of this risk assessment	
	Name & position of assessing officer	
2.	Summary of policy purpose (from PD Cover Page)	
3.	Agency (HETI) key roles & responsibilities as per PD	
4.	Risk Assessment	
4.1	Identification of risks – what might happen & how?	
	1.	
	2.	
4.2	Analysis of risks – combined estimate of the consequence & likelihood of the risk, using NSW Health Risk Matrix (attached)	
	<ul style="list-style-type: none"> • Consequence: • Likelihood: • Risk rating : 	
4.3	Evaluation of risks – comparison of the level of risk as determined against a predetermined criteria to determine whether a level of risk is acceptable or needs to be treated. Risk level assessed after implementing treatment: <ul style="list-style-type: none"> • Consequence: • Likelihood: • Risk rating : Evaluation –	

Risk Assessment Approval

Name & position of approving T2 Officer:	
Date:	