

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.
Keywords	Graduate, registration, students, eligible
Authoring Portfolio	Mental Health
Contact	Director Education and Training
Consultation	as per Document History
Distribution	Higher Education
Applies to	Higher Education
Related documents	Postgraduate Coursework Policy Progression and Unsatisfactory Academic Progress Policy Graduate Attributes Policy
Review date	1 August 2020
Risk Assessment	As per Attachment 1 to this document.

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

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Health Education and Training Institute Higher Education Graduation Policy

Policy Statement

Graduation is the formal conferment upon students of the academic award they are eligible to receive at the successful completion of their course of study at Health Education and Training Institute (HETI) Higher Education.

Overview

1. Every student who fulfils the requirements for successful completion of an award course is eligible for conferral of the award by HETI Higher Education.
2. This policy does not apply to:
 - a. students who have completed Stand Alone or Non-Award units or Continuing Professional Development (CPD) units who are therefore not eligible for the associated postgraduate award (i.e. Graduate Certificate, Graduate Diploma or Masters); or
 - b. students who have successfully completed the Postgraduate course in Psychiatric Medicine (PCP) as part of the Formal Education Course requirements of the Royal Australian and New Zealand College of Psychiatrists (RANZCP). Students who have successfully completed the PCP requirements are eligible to receive a Certificate of Attainment.

Principles

3. The formal documentation presented to the student at graduation is conclusive evidence of the student's success in achieving the academic standards set by (HETI) Higher Education which has robust processes in place to ensure that students who are conferred with their qualification have validly met all eligibility requirements.

Aims and Objectives

4. This policy covers matters relating to a student's graduation including applying to graduate, deferred and in absentia graduation, recognition of academic merit and the roles and responsibilities associated with graduation.

5. This policy applies to all award courses at HETI.

Definitions

6. For the purpose of this policy, the following definitions apply:
 - a. **Graduand** - a student who has completed their award and been deemed eligible to graduate.
 - b. **Graduate** - a graduand who has had their award conferred on them by HETI Higher Education.
 - c. **Graduation in absentia** - when an award is conferred on a student without their presence at a graduation ceremony.

Overview

7. HETI will provide graduands with academic statements, including academic transcripts, Australian Higher Education Graduation Statements (AHEGS) and testamurs, at graduation.

Procedures

Eligibility

8. 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 HETI Higher Education Academic Board;
 - b. no financial debt is owed to HETI 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.

Registering to Graduate

9. All students must register to graduate during the last semester of their course of study. The deadlines for graduation registration will be published on HETI Higher Education's website for each session.
10. 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.

11. 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

12. 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

13. Students eligible to graduate may choose to graduate in absentia by making application in writing to the Director Education and Training and their conferral will be noted at the graduation ceremony. 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

14. 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 HETI Higher Education Academic Board.

Roles and Responsibilities

15. It is the responsibility of HETI to:
 - a. Notify students deemed eligible to graduate regarding the process for graduation;
 - b. Authorise the conferral of awards, including conferral of award *in absentia* and provide for deferral of graduation where appropriate;
 - c. Authorise the scheduling and conduct of graduation ceremonies;
 - d. Oversee all aspects of a graduation ceremony;
 - e. Provide Testamurs and academic statements.
16. It is the responsibility of students to respond to notification of graduation eligibility by the nominated date.

Related Documents

- Postgraduate Coursework Policy
- Progression and Unsatisfactory Academic Progress Policy
- Graduate Attributes Policy

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.

Document History

Version	Issued	Status	Author	Reason for Change
v1.0	24 February 2016	Final	Mark Wilbourn	As approved by HETI Higher Education Governing Council
v1.0	20 April 2018	Final	Valerie Rhodes	Updated logos and templates
v1.1	14 May 2018	Draft	David Baxter	Clarification within the policy in relation to which students are eligible to Graduate
v1.1	21 May 2018	Draft	David Baxter	As presented to the Teaching and Learning Committee
v1.2	14 June 2018	Final	Valerie Rhodes	Policy approved with Higher Education Academic Board amendments
v1.3	9 July 2018	Final	Valerie Rhodes	Slight wording amendment in Clause 2.a. approved by DET
v1.4	9 July 2018	Final	Valerie Rhodes	Formatted for publication including new document reference number
v1.0	9 July 2018	Final	Silke O'Callaghan	Approved for Publishing

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
	Graduation Policy v1.0	
	Document Number	
	Publication date	
	Scheduled review date	December 2018
	Date of this risk assessment	
	Name & position of assessing officer	
2.	Summary of policy purpose (from PD Cover Page)	
	This policy covers matters relating to a student's graduation including applying to graduate, deferred and in absentia graduation.	
3.	Agency (HETI) key roles & responsibilities as per PD	
4.	Risk Assessment	
4.1	<u>Identification of risks</u> – what might happen & how?	
	1.	
	2.	
4.2	<u>Analysis of risks</u> – 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	<u>Evaluation of risks</u> – 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:	