

## CONFERRAL OF AWARDS AND GRADUATION POLICY (HE)

### 1. Purpose and Objectives

The objectives of this policy are to:

- define who is eligible for formal conferral of an award 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 awards may be presented, and
- outline the procedural principles for issuing and reissuing of academic documentation.

### 2. Scope

This policy applies to higher education award courses at LCBA.

### 3. Related Policies

- Academic Progress Policy
- Results and Grades Policy

### 4. Definitions

‘Academic Excellence Awards’ recognise excellence in academic achievement and are awarded to eligible students of Bachelor degrees and coursework Master degrees.

‘Award’ means a degree, diploma or certificate approved by the Academic Board which may be conferred or granted by LCBA.

‘Award course’ means a program of study formally approved/accredited by LCBA which leads to an academic award.

‘AQF’ Australian Qualifications Framework. The national policy for regulated education qualifications in Australia.

‘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 an award to a student either in person or in absentia at an official ceremony after completion of their course requirements.

‘Graduand’ is a person who has fulfilled the requirements for completion of an award course 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 an award at LCBA.

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### 5. Roles and Responsibilities

<b>Responsible staff</b>	<b>Responsibility</b>
Academic 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.
National Student Services Manager	Manages parchment and academic documentation stock
Data Assurance and Quality Manager	Verifies completion of AQF qualification
Student Services Manager (campus-based)	Provides to the Academic Registrar and Events Coordinator 1) the lists of graduands; and 2) the list of Academic Award recipients Issues certification documentation to students
Manager, Public Relations and Communications	Oversees Events Staff who manages the graduation ceremonies
Events Staff	Manages graduation ceremonies
Program Manager (Delivery Partner)	Provides accurate and up-to-date student results to LCBA Recommends students for academic awards to Academic Committees and the Academic Board
Academic Committee	Ratifies results, completion and academic awards
Academic Board	Approves graduand list Oversees the governance of the awards processes
Corporate Board	Authorises conferral of awards Authorises scheduling and conduct of graduation ceremonies Receives the graduand lists tabled to the Academic Board

### 6. Policy

- 6.1 Every person who completes the requirements for a qualification is eligible for formal conferral of the award by LCBA.
- 6.2 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.
- 6.3 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 transcripts, including two (2) copies of academic transcripts and a Letter of Completion. Parchments (testamurs) may be issued at graduation ceremonies.

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- 6.4 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.
- 6.5 Replacement parchments (testamurs) can be issued in the event of damage or loss. There is a cost for replacement parchments (see *Fees, Refunds and Conditions* policies). 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".
- 6.6 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.
- 6.7 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.
- 6.8 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.
- 6.9 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.
- 6.10 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.
- 6.11 Where an award is conferred in absentia, LCBA will make arrangements for either the postal despatch of the documents referred to in 6.3, or otherwise for collection.
- 6.12 LCBA will automatically confer awards in absentia to students who do not respond to their invitation to attend a graduation ceremony.
- 6.13 Students who accept the invitation to attend a graduation ceremony, but then do not attend, will have their awards conferred in absentia, unless the student contacts the LCBA to make other arrangements.
- 6.14 In the event of a student's death before conferral of their award, but after completing all the requirements for a qualification, the award will be conferred posthumously, either to a nominated representative of the deceased student's estate, or in absentia.
- 6.15 Academic Excellence Awards (Dux awards)
  - 6.15.1 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:

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- have successfully completed a minimum of 25% of units for the course (excluding Work Integrated Learning 101 and 201), and
  - have the highest GPA of the graduating cohort.
- 6.15.2 To be eligible for the Dux award in a Master's course, the student have completed the requirements of a qualification for an AQF 9 compliant Master qualification by coursework offered by LCBA and:
- have studied and successfully completed a minimum of 25% of units for the program (excluding Hospitality Industry Experience), and
  - have the highest GPA of the graduating cohort.
- 6.15.3 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.
- 6.15.4 Before each graduation ceremony, the relevant undergraduate and postgraduate graduation cohorts will be finalised by Student Services, and two lists will be generated showing the top undergraduate graduands and the top postgraduate graduands based on their GPA. (See *Results and Grades Policy* for information about how GPA is calculated).
- 6.15.5 The Dux is awarded at the discretion of the LTQC and may not be awarded in some circumstances, for example cohorts of small students.
- 6.16 Academic Excellence Awards (Meritorious awards and Dean's list)
- 6.16.1 Meritorious Awards are presented to the student(s) in Stages 1 and 3 with the highest GPA in their cohort. In addition, students meeting this criterion will receive a scholarship and Letter of Commendation for Academic Excellence.
- 6.16.2 Students with a GPA of over 5.5 are recognised on the Dean's list. Students will receive a certificate indicating they have achieved academic excellence with the degree of:
- Credit (GPA 5.0-5.4);
  - Distinction (GPA 5.5-5.9); or
  - High Distinction (GPA over 6)
- 6.16.3 Eligible recipients of all academic awards are communicated to LCBA by Program Managers at Academic Committee Meetings.

### 7. Procedural Principles

- 7.1 The Academic Board of LCBA will ensure proper governance of the process of conferring of awards and the Corporate Board of LCBA will authorise the conferral of awards and the scheduling and conduct of graduation ceremonies.
- 7.2 The specified forms of words included in the order of proceedings may not be amended without approval of the Corporate Board.

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### 8. Change and Version Control

Version	Authored by	Description	Effective Date
2.0	Academic Director (MM)	Reviewed and reformatted	
3.0	Registrar (LHW)	Parchment replacement and academic documentation issue.	
4.0	Registrar (LHW)	Inclusion of Academic Awards information	
5.0	Registrar (KW)	Clarification of policy and procedures for issuing replacement certification documentation Introduction of Dean's List awards	5 <sup>th</sup> March 2019