PHOTOGRAPHY STUDIES COLLEGE

POLICY TITLE: Course Completion & Graduation

Purpose

Qualifications are awarded only if a course of study leads to the award of that qualification and all of the requirements for the course of study have been fulfilled. The standards for the issuance of a qualifications must meet Standard 1.5 of the *Higher Education Standards Framework (HESF) 2021* established by section 58 of the *Tertiary Education Quality and Standards Agency Act 2011.*

The purpose of this policy is to ensure all students achieving course completion have met all course requirements prior to applying to graduate and are awarded the qualification in accordance with the HESF 2021 Standards.

Policy

Photography Studies College (Melbourne) (the College) will ensure that all students who have fulfilled the conditions for course completion and applied to graduate will be admitted to the specific qualification depending on the course of study undertaken and completed.

The College will ensure that students have demonstrated learning outcomes for the specific course of study, which is consistent with the field of education and level of qualification awarded.

The College will hold a Graduation Ceremony each year at which the testamur will be conferred upon qualifying students either in person or in absentia.

Procedures

A range of procedures governs the process by which students complete their course and gain eligibility to graduate.

Academic Transcript (record of results)

The College will ensure that after the finalisation of the results and approval by Academic Board, those students who are deemed eligible to graduate receive an academic transcript that reflects they have completed their course. This transcript is the official record of the student's studies at the College. It documents the full name of the course, the units of study undertaken, when they were undertaken and completed, any credit granted through recognition of prior learning, the weighting of units within the course of study, the grades and/or marks awarded for each unit of study undertaken, and an explanation of the grading system used.

This transcript will also include the completion date for the course, which will be different from the Graduation date on the testamur.

Students who complete one or more units of study that do not lead to an award of a qualification, will have access to an authorised record of results for the units undertaken.

Exit awards

An exit award may be available to a student where:

- an exit award has been linked to the program in which the student is or was enrolled;and
- the student has satisfactorily completed the program of study to the point where they are eligible for an exit award as approved by the Academic Board;
- the student has withdrawn from their original enrolment or is unable to complete the remaining requirements for their original enrolment; and
- the student has applied in writing (including by email) for an exit award.
- the Academic Board has approved the application.

Approval to Graduate

For any of the College's accredited higher education courses, the Academic Board is to recommend the granting of all of the College's qualifications to the Board of Photography Holdings Pty. Ltd.

The Board of Photography Holdings Pty. Ltd is responsible for approving an eligible student to graduate with the course qualification.

Applying to Graduate

Eligible students are required to apply to graduate.

Graduation Ceremony

The College will hold an annual conferring ceremony at which all eligible students will graduate. The Chair of the Academic Board and the Higher Education Course Director will preside over Higher Education courses of study ceremonies, and admit the graduands to the relevant course of study. Students may graduate in person or in absentia.

Testamur

Awardees of qualifications are issued with a testamur as an authorised certification document.

The testamur will comply with the requirements of the AQF Qualifications Issuance Policy and the HESF 2021 standards and will contain the following:
- The College's name and logo
- The full name of the person of whom the documentation applies
- Date of issue
- The name and office of the person/s authorised by the higher education provider to issue the documentation (this is the Chair, Board of Photography Holdings Pty. Ltd. and the Chair, Academic Board).
- The AQF logo or the words 'This qualification is recognised within the Australian Qualifications Framework'
- The full title of the qualification awarded, including the field or discipline of study
- Where appropriate, any subsidiary component of the qualification, such as integrated honours, an area of specialisation or a major study

The date on the testamur is the date that the award is officially conferred by the College. This will be the date on which the Graduation Ceremony is held.

Students who graduate in absentia may collect with appropriate identification their testamur from the College after the Graduation Ceremony has been conducted. For interstate and overseas students, who have already returned to their home country, the testamur can also be sent by registered mail, upon written request.

Security of Certification Documentation

All certification documentation issued by the College will follow the Qualification and Certification procedures specified in Standard 1.5.5 of the HESF 2021 to ensure security protocols in the storage, printing, stock and distribution of testamurs and transcripts.

The College cannot issue a testamur in a name that is different to the name on the Photography Studies College (Melbourne) Student Record.

Definitions
In absentia
Literally means 'in absence' or 'not present'

Related Documentation
Policies

Assessment
Academic Integrity
Academic Appeals
AQF Qualifications Issuance Policy (www.aqf.edu.au)

Procedures, Forms & Documents

Qualification and Certification Procedure Guideline
Graduation Info Letter
Application to Graduate Form
Testamur
Academic Transcript

Publishing Details

Policy number: AC007_v4.2_HED	**Status:** Final
Approved: 30/06/2022 **Updated:** 27/01/2023 **Updated:** 07/03/2024	**Review Date:** June 2025 **Published:** February 2024
Julie Moss - Managing Director	