

IEFT GRADUATION AND CONFERRAL PROCEDURE

PURPOSE

This document sets out the procedures by which IEFT issues authorised certification documentation to students who have fulfilled all course requirements for their enrolled qualifications, provides replacement certification documents, and ensures against fraudulent reproduction.

SCOPE

This policy applies all authorised award certification issued by IEFT, and all students who are enrolled in, or have fulfilled the requirements for, IEFT's accredited higher education courses.

DEFINITIONS

An Award means a qualification accredited by the Tertiary Education Quality and Standards Agency according to the Australian Higher Education Standards Framework and the Australian Qualifications Framework, which is conferred on a student who has fulfilled the requirements of the course leading to the award.

Completion means a student has fulfilled all requirements of an IEFT accredited higher education course and is entitled to have the award conferred.

Completion Date means the date on which a student has fulfilled all requirements of the course.

Conferral means the formal decision by the Board of Directors to confer an award on a graduand.

Conferral Date means the date of the decision to confer an award.

A Graduand means a student whose completion of an IEFT accredited higher education course has been confirmed, and the award has not yet been conferred.

A Graduate means a student who has had an award conferred on the basis of course completion.

Graduation means the moment when an award is conferred on a graduand.

Statement of Academic Completion means a statement, authorised by the Dean (Emotionally Focused Therapy) that a student has completed all requirements of an IEFT accredited higher education course.

Statement of Attainment means a statement, authorised by the Dean (Emotionally Focused Therapy), issued for partial completion or completion of an IEFT Graduate Certificate or Graduate Diploma. It includes details of units of study enrolled in and awarded grades, and any advanced standing and academic credit given.

Testamur means the certification document signed by the Chair of the Board of Directors, awarded on fulfilment of all requirements for the enrolled course, stating that the award has been conferred on a graduate, and listing the student's name and the full course title.

Record of Results means the certification document awarded to students who have fulfilled all requirements for their enrolled course, which lists units of study taken and awarded grades, and any advanced standing and academic credit given.

RESPONSIBILITIES

The Dean (Emotionally Focused Therapy) is responsible for:

- the implementation and compliance monitoring of this procedure
- verifying that students have satisfactorily completed all course and institutional requirements before recommending to the Teaching and Learning Committee that the students be awarded their qualification;
- authorising Statements of Academic Completion;
- authorising Statements of Attainment;
- maintaining the conferral and graduation process.

The Academic Board is responsible for confirming the list of graduands and referring this list to the Board of Directors for approval and final ratification.

The **Board of Directors** is responsible for approving graduating students and issuing authorised certification documents, and ensuring the issuance of IEFT certification documentation is compliant with the AQF Qualifications Issuance Policy, Standard 1.5 of the TEQSA Higher Education Standards Framework, and the Graduation and Conferral Policy.

PROCEDURE

Completion

1. At the completion of each semester, the Dean (Emotionally Focused Therapy) will prepare a list of completing students, by their full name and student number, and ensure that all course and institutional requirements have been met by each completing student.
2. Students with outstanding debts to IEFT, or with outstanding misconduct complaints, will not be permitted to graduate until these have been resolved. The Dean (Emotionally Focused Therapy) is responsible for monitoring resolution of debts and misconduct complaints for graduating students.
3. Students who are confirmed as being eligible to graduate will be informed by the Dean (Emotionally Focused Therapy).
4. Other current students who believe they are about to complete all course requirements, and students who completed course requirements in the past, may apply to graduate. The Dean (Emotionally Focused Therapy) will respond with advice of their completion status.
5. The list of completing students will be signed off by the Dean (Emotionally Focused Therapy) and forwarded to the Academic Board.
6. The Academic Board will, once satisfied that all completing students have satisfied the requirements of their enrolled course, and have no outstanding debts to IEFT, recommend to the Board of Directors that the list of completing students be approved.
7. The Board of Directors will approve the issuance of certification documentation to those students recommended by the Academic Board.
8. Student records maintained by the Annandale Institute will be updated to show that the graduating students have met all course requirements and have been approved to graduate.
9. The CEO will oversight the printing of the testamur and record of results for approved graduating students, to ensure that the certification documentation produced is correct, and is protected against fraudulent and unauthorised reproduction.
10. The **testamur** will include IEFT's full name and logo, Provider Code, the correct title of the qualification in full, AQF level, the student's full name, the certificate number, the date of issue, the signature and office of the Chair of the Board of Directors, and the AQF logo. The testamur will be issued on paper bearing a watermark and/or embossing to protect against fraudulent reproduction.
11. The **record of results** will include IEFT's full name and logo, Provider Code, the correct title of the qualification in full, AQF level, the student's full name, the correct titles in full and codes of all subjects undertaken, the semester and year they were undertaken, the subject weighting, credit granted for subjects, and the grades awarded for each subject undertaken, as well as a key to grading. Course requirements such as practice and supervision hours and final course assessments will also be included.

Conferral of Awards

1. IEFT only provides testamurs and other certification documentation in formats that enable the security and authenticity of documents.
2. The CEO will oversight the printing of the testamur and record of results for approved graduating students, to ensure that the certification documentation produced is correct, and is protected against fraudulent and unauthorised reproduction.

Completion and conferral dates

1. The completion date is the date on which the student fulfils all requirements for completion of the program.
2. The date of conferral of an award is the date that the Board of Directors approves that the award be conferred. This date is recorded on the graduate's testamur and record of results.
3. Awards may be conferred on the date of the next available graduation ceremony after the date on which the graduand completed all course requirements, or in absentia, at a date determined by IEFT.

Graduation

1. Graduands of IEFT awards may be eligible to attend a graduation ceremony or may choose to graduate in absentia.

Replacement testamur

1. A testamur may be replaced where the original has been lost, stolen, damaged or destroyed, or in exceptional circumstances.
2. IEFT will charge an administrative fee for the replacement certification documentation.
3. Where a graduate requires a replacement testamur, IEFT will provide it showing the same name as the original, to preserve the historical accuracy and integrity of IEFT's records.
4. The graduate must provide a statutory declaration and show proof of identity for the replacement certification document to be issued.

RELATED

Graduation and Conferral Policy
Student Progression Exclusion and Graduation Policy
Student Progression Exclusion and Graduation Procedure
Student Assessment Policy
Student Assessment Procedure
Quality Assurance Framework
Quality Assurance Procedure
Benchmarking Policy
Benchmarking Procedure

Version Control

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