

HEPP30 Graduation Policy and Procedure

PURPOSE

This policy aims to define Southern Cross Education Institute (Higher Education)'s position towards graduation of students from the Higher Education courses.

SCOPE

This policy and procedure applies to all students of Southern Cross Education Institute (Higher Education).

DEFINITIONS

Graduand	A student who has completed their award and been deemed eligible to graduate
Graduate	A student who has had their award conferred on them by SCEI (Higher Education)
Graduation in absentia	When a degree is conferred on a student without their presence at a graduation ceremony.
SCEI-HE	Southern Cross Education Institute (Higher Education)
Student	An individual person who is formally enrolled to study at SCEI-HE. The individual person is who appears on the enrolment documents and who is assigned a SCEI-HE student ID card.
Testamur	The certificate granted to graduating students provided as documentary evidence of their successful completion of the course.

POLICY

1. Application to Graduate

- 1.1. All students who have fulfilled all academic and administrative course requirements must notify Student Administration of their intention to graduate prior to the advertised graduation application end date.
- 1.2. Each student must have completed the necessary number of credit points relevant to the course they have enrolled in.
- 1.3. If the student has been granted supplementary or deferred examination pending results or having outstanding components of their course, they will not be eligible for graduation.
- 1.4. SCEI (Higher Education) retains discretionary power to delay a student's graduation, to be used exclusively in exceptional circumstances.
- 1.5. Students are required to:
 - 1.5.1. Submit an Intention to Graduate form to Student Administration.
 - 1.5.2. Confirm their formal name and mailing address so as to receive the award.

2. Graduation ceremony

- 2.1. A graduation ceremony will be held at least once per year at which graduands will receive their testamurs.
- 2.2. Students who are invited to attend and accept will be presented their testamur at the graduation ceremony.
- 2.3. Students attending the graduation ceremony must complete a
- 2.4. Two places will be set aside at each ceremony for the family and friends of each graduand. Additional fees will apply if the graduand wishes to bring more than two guests to the ceremony.
- 2.5. Testamurs will be presented to students by the Managing Director.

- 2.6. Students who do attend the graduation ceremony must choose to either collect a testamur at SCEI-HE or have it mailed to the graduate's address. Such students will receive their testamur following the graduation ceremony.
- 2.7. When collecting a testamur from SCEI-HE Student Administration, a graduate must present their student identification card.
- 2.8. If a testamur is to be mailed, the graduate must provide a current postal address and it will be delivered by registered post.

3. Academic Regalia

- 3.1. Graduands attending a graduation ceremony are required to wear the appropriate academic regalia.
- 3.2. Academic regalia is hired from an external provider and information regarding the arrangements for the hire of gown is communicated to students who are eligible to graduate.
- 3.3. The academic regalia which are hired must be returned at the time specified on the Graduation Ceremony Registration Form. Additional fees will be payable in the event of a late return or if the academic regalia is returned in a damaged condition.

RELATED DOCUMENTS

Intention to Graduate Form
 Graduation Ceremony Registration form
 HEPP03 Student Complaint and Grievance Policy and Procedure
 HEPP05 Academic Appeals Policy and Procedure
 HEPP32 Conferring Academic Qualifications Policy and Procedure

LEGISLATIVE CONTEXT

NIL

RESPONSIBILITIES

Academic Director
 Student Administration Manager
 Course Coordinator

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