

<b>Policy Name</b>	<b>Graduation Policy</b>	
<b>Policy Number</b>	A007	
<b>Approval Authority</b>	Academic Board	
<b>Responsible Officer</b>	Campus Director	
<b>Operational Responsibility</b>	Director of Studies	
<b>Purpose</b>	LCI Melbourne (LCIM) ensures that all qualifications and certification documentation are issued in accordance with the Australian Qualifications Framework (AQF) Qualifications Issuance Policy, TEQSA requirements, and the Higher Education Standards Framework (Threshold Standards) 2021, specifically <b>HESF Standard 1.5: Qualifications and Certification</b> . This policy outlines the principles governing eligibility, conferral, integrity, and security of higher education awards.	
<b>Scope</b>	This policy applies to all students enrolled in accredited higher education courses at LCIM who are eligible for graduation, and to staff involved in confirming completion, conferral of awards, and the issuance of certification documentation.	
<b>Policy Statement</b>	<ol style="list-style-type: none"> <li>1. LCIM awards qualifications only when all course requirements have been met and verified in accordance with <b>HESF Standard 1.5</b>.</li> <li>2. Graduation ceremonies will be held at least annually, and eligible students may elect to graduate in person or in absentia.</li> <li>3. All certification documentation—including testamurs, academic transcripts, and the Australian Higher Education Graduation Statement—is issued securely, accurately, and in accordance with the <b>AQF Qualifications Issuance Policy</b> and TEQSA requirements.</li> <li>4. LCIM ensures the authenticity, integrity, and security of all certification documentation through approved processes and systems.</li> <li>5. Awards may be conferred posthumously or revoked where required under institutional and regulatory frameworks.</li> <li>6. Conferral decisions and revocations are reported to Academic Board and the Board of Directors to ensure academic integrity and compliance.</li> </ol>	
<b>Responsibilities</b>	Campus Director	<ul style="list-style-type: none"> <li>• Ensures compliance with HESF Standard 1.5 and oversees institutional integrity of the conferral process.</li> <li>• Ensures that certification documentation policies and procedures are implemented through appropriate governance and operational structures.</li> </ul>
	Director of Studies	<ul style="list-style-type: none"> <li>• Oversees operational processes related to grades validation process, confirmation of completion, certification documentation, and graduation eligibility.</li> </ul>

		<ul style="list-style-type: none"> <li>Ensures academic records are accurate and that certification documentation processes adhere to AQF and TEQSA standards.</li> </ul>
	Academic Board and Board of Directors	Confirm award completion and approve conferral, non-standard completions, and revocations where required.
<b>Definitions</b>	AQF qualification	A qualification is awarded for the completion of an accredited course of learning that leads to a formal certification that a graduate has achieved learning outcomes as described in the AQF. An Academic Transcript listing the units used to award the qualification accompanies it.
	Australian Qualifications Framework (AQF)	The national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.
	Academic Transcript	A record of all learning leading to an AQF qualification in which a student is enrolled and is issued by LCI Melbourne.
	Award	A masters, degree or diploma or certificate approved by Academic Board which may be conferred or granted by Board of Directors.
	Completion	Where a student has fulfilled all requirements of an award.
	Conferral	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	A person who has completed all the requirements for an award but has not had the award conferred upon them.
	Graduation	The LCI Melbourne ceremony at which awards are formally conferred.
	Nested Awards	A set of courses that are configured and offered sequentially that can lead to qualifications at different AQF levels. Courses at the lower qualification levels are described as 'nested' within the courses leading to qualifications at the higher levels.
	Non-standard completion	Where a student obtains approval to fulfil course learning outcomes by completing units other than those specified in the course guide.
	Statement of Academic Completion	A statement (report) prepared by the Academic Administrator for the Dean for Academic Board conferral, that a student/s has completed all requirements of a course.

	Testamur	The official certification document which confirms that a qualification has been awarded to an individual. In Australia this may be called an 'award', 'parchment', 'laureate', or 'certificate'.	
<b>Relevant Legislation</b>	<a href="#">Education Services for Overseas Students Act 2000</a> <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a> <a href="#">2020 Higher Education Support Act 2003</a> <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a> <a href="#">2021 Higher Education Support Act 2003</a> <a href="#">National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)</a> <a href="#">National Vocational Education and Training Regulator Act 2011</a> <a href="#">Standards for Registered Training Organisations 2015</a> <a href="#">Student Identifiers Amendment (Enhanced Student Permissions) Bill 2019-2020</a> <a href="#">Australian Qualifications Framework</a> <a href="#">AQF Qualifications Issuance Policy   AQF</a>		
<b>Key Related Documents</b>	A007 Graduation Procedure A003 Academic Integrity Policy A003 Academic Integrity Procedure A001 Academic Grievance and Appeals Policy A001 Academic Grievance and Appeals Procedure G015 Staff Code of Conduct G002 Student Code of Conduct		
Date Approved	22 January 2024		
Date of Commencement	22 January 2024		
Date for Review	MTG 2 2027		
Amendment History	New Policy		
Documents superseded by this Procedure	Graduation Policy Version 2.0 2022		
Signed and dated for LCI Melbourne	Professor Andrew Flitman	MTG 1 2024 AB minutes	22 January 2024

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Policy / Procedure Category	Academic
Responsible Officer	Campus Director
Stakeholders	Academic (Teaching) Staff – Permanent Academic (Teaching) Staff – Sessional/Casual Director of Studies Student Experience Manager Students
Review Date	MTG 2 2027
Approved by Academic Board	

Change and Version Control				
Version	Authored by	Description of changes	Date Approved	Effective Date
1.0	Dean	New Policy	August 2020	August 2020
2.0	AoM	Revised Policy	10 <sup>th</sup> October 2022	10 <sup>th</sup> October 2022
3.0	Dean	Revised Policy	22 January 2024	22 January 2024
4.0	Campus Director	Revised Policy	M1 2026 January	M1 2026 January