

Procedure Name	Graduation Procedure
Procedure Number	A007
Responsible/Approving Officer	Campus Director
Operational Responsibility	Director of Studies
Purpose	<p>The purpose of this procedure is to outline the operational steps for:</p> <ul style="list-style-type: none"> • confirming completion of course requirements • conferring higher education awards • producing, issuing, replacing, and withdrawing certification documentation • maintaining student records and reporting award outcomes <p>This procedure is implemented in accordance with the Australian Qualifications Framework (AQF) Qualifications Issuance Policy and HESF Standard 1.5: Qualifications and Certification.</p>
Scope	This procedure applies to all LCIM higher-education students nearing completion or eligible for graduation, and all staff involved in completion, conferral, certification, and graduation administration.
Procedure	<p>4.1 COMPLETION The following outlines the operational steps for identifying, verifying, and confirming student completion of course requirements.</p> <p>4.1.1 Identification of Students Nearing Completion Responsible: Registry / Academic Services; Director of Studies</p> <ol style="list-style-type: none"> 1. Following the Grades Validation process each trimester, Registry generates a report identifying students who are: <ul style="list-style-type: none"> ○ nearing completion, or ○ potentially eligible to complete their award. 2. The Director of Studies reviews the report to verify potential eligibility against the approved course structure and credit requirements. <p>4.1.2 Verification of Requirements Responsible: Registry / Academic Services; Director of Studies The following checks must be completed before a student can be confirmed as having completed their course:</p> <ul style="list-style-type: none"> • verification of total credit points completed • confirmation that all required Work Integrated Learning (WIL) or placement components are fulfilled • confirmation that no unresolved, deferred, or supplementary assessment results remain • confirmation that the student has no outstanding financial obligations to LCIM • confirmation that the student is not subject to an active misconduct investigation or pending outcome <p>Only when all conditions are met can a student proceed to award conferral.</p> <p>4.1.3 Non-Standard Completions</p>

Responsible: Director of Studies; Academic Board; Board of Directors
 A non-standard completion may be considered when a student has met the course learning outcomes using units other than those specified in the published course guide.

A non-standard completion requires:

- clear evidence demonstrating achievement of all course learning outcomes
- a written justification from the Director of Studies

Approval pathway:

Director of Studies → Academic Board → Board of Directors

Students who have self-enrolled incorrectly are not eligible for non-standard completion approval.

4.1.4 Timeframes

Responsible: Registry / Academic Services

- LCIM will provide written confirmation of completion status within 20 working days:
 - after final results release, or
 - after receipt of an Application to Graduate (for past completers).
- LCIM may confer awards up to 10 years after completion is recorded.
- For courses that have been discontinued, completion may be confirmed where sufficient evidence exists of fulfilled requirements, in accordance with Academic Board approval processes.

4.1.5 Student Notification

Responsible: Registry / Academic Services; Student Experience

- Students whose completion has been confirmed will be invited to graduate at the next available ceremony or to elect conferral in absentia.
- Students nearing completion will be advised in writing of any outstanding requirements and the steps needed to finalise the award.

4.2 REVIEW OF COMPLETION DECISIONS

Students who have been advised that they have not fulfilled the requirements for completion of their award may request a review of this decision.

4.2.1 Request for Review

Responsible: Student; Registry / Academic Services

1. A student must submit a request for review in writing within **20 working days** of receiving their completion outcome.
2. Registry acknowledges receipt and forwards the request to the **Director of Studies**.

4.2.2 Review Process

Responsible: Director of Studies

The Director of Studies will:

- examine the student's academic record
- confirm credit requirements, assessment outcomes, and any outstanding course components
- review any relevant evidence or circumstances provided by the student
- consult with relevant Academic Leads if required

A written outcome is provided to the student within **20 working days** of the review commencing.

4.2.3 Escalation

Responsible: Campus Director

If the student remains dissatisfied with the review outcome, the matter may be escalated to the **Campus Director** for final internal determination.

The decision of the Campus Director is final within LCIM's internal processes.

4.3 CONFERRAL OF AWARDS

LCIM confers higher education awards only when all completion requirements have been formally confirmed and endorsed through the appropriate academic governance processes.

4.3.1 Eligibility Check

Responsible: Registry / Academic Services; Director of Studies

Before an award can be conferred, Registry confirms that the student:

- has successfully completed all academic requirements
- has no outstanding or deferred assessment tasks
- has completed all required WIL or placement components
- is not subject to an active misconduct investigation
- does not have outstanding financial obligations to LCIM
- is formally enrolled in the award to be conferred

Only students who meet all eligibility criteria proceed to conferral.

4.3.2 Conferral Options

Responsible: Student Experience; Registry

Eligible students may have their award conferred through one of the following pathways:

- **Graduation Ceremony:** conferral occurs at the next scheduled LCIM ceremony.
- **In Absentia:** conferral occurs at a designated conferral date outside a ceremony.

Students select their preferred option through the Application to Graduate process.

4.3.3 Conditions Preventing Conferral

Responsible: Registry / Student Experience

A student cannot be conferred if any of the following conditions apply:

- unresolved or deferred assessment
- outstanding placement or WIL requirements
- outstanding tuition fees or administrative charges
- active or pending misconduct investigation
- Academic Board determination preventing conferral

Once the condition is resolved, the student may re-enter the next available conferral cycle.

4.3.4 Approval of Awards

Responsible: Director of Studies; Academic Board; Board of Directors

1. Registry prepares the list of eligible graduands for conferral.
2. The Director of Studies verifies the accuracy of the list.
3. The **Academic Board** reviews and endorses completion and conferral.
4. The **Board of Directors** approves the conferral of awards.

Awards are not officially conferred until approved by both governing bodies.

4.3.5 Publication of Graduates

Responsible: Registry / Student Experience

LCIM publishes the names of graduates, their award titles, and conferral dates as part of the official graduation record.

Students who do not wish their name published must notify Registry in writing prior to the publication deadline.

4.4 NESTED AWARDS

Nested awards allow students enrolled in a higher-level qualification to exit with a lower-level award where course requirements for that lower award have been met.

4.4.1 Eligibility to Exit with a Nested Award**Responsible:** Registry / Director of Studies

A student may be eligible to receive a lower-level nested award when:

- all requirements of the lower-level award have been completed
- the student formally withdraws (exits) from the higher-level award
- the student enrolls in the lower-level award for the purpose of conferral

4.4.2 Process

1. Student submits a request to exit the higher award.
2. Registry confirms completion of all requirements for the lower award.
3. Director of Studies verifies academic eligibility.
4. Student is enrolled into the lower award.
5. The lower award follows the standard completion and conferral processes.

Students cannot be progressively awarded nested qualifications while remaining enrolled exclusively in the higher-level award.

4.5 PRODUCING A TESTAMUR

LCIM issues testamurs in accordance with the AQF Qualifications Issuance Policy and HESF 1.5.

4.5.1 Mandatory Testamur Elements**Responsible:** Registry

Each testamur must include the following minimum AQF-compliant elements:

- LCI Melbourne name, logo, and seal
- awarding authority statement
- full legal name of graduate
- qualification title, including major (if applicable)
- conferral date
- signatures of authorised officers
- unique award number
- TEQSA provider code and LCI Education branding where appropriate

4.5.2 Approval Workflow**Responsible:** Registry; Director of Studies; Chair, Board of Directors

1. Registry prepares draft testamur.
2. Director of Studies verifies accuracy of qualification details.
3. Final testamur is signed by:
 - Chair, Board of Directors
 - Campus Director (if applicable)
4. Registry issues the authorised document.

4.5.3 Security Measures**Responsible:** Registry / IT / Student Experience

Testamurs must be protected against fraud and unauthorised reproduction.

Measures include:

- secure paper
- holograms and watermarks
- ultraviolet security ink
- unique identifiers
- digital authentication via My eEquals

Further detail is documented in LCIM's **Security & Authentication Schedule**.

4.5.4 My eEquals Upload

Responsible: Registry

1. Testamur, transcript, and AHEGS are generated in the My eEquals platform.
2. All documents undergo accuracy checks by Registry.
3. Certified digital documents are released to the graduate via My eEquals.

4.6 GRADUATION CEREMONY

LCIM conducts graduation ceremonies at least once annually.

4.6.1 Ceremony Planning

Responsible: Student Experience; Director of Studies

- Student Experience coordinates event logistics, venue, ticketing, staging, and guest management.
- Director of Studies oversees academic components, including order of proceedings, reading of names, and academic dress standards.

4.6.2 Invitations and RSVP

Responsible: Student Experience

- Students confirmed as eligible for conferral are invited to register for the ceremony.
- Students RSVP and select guest tickets within published deadlines.
- Ceremony fees apply as per LCIM's **Schedule of Fees** (Indigenous graduates receive fee waivers).

4.6.3 Eligibility to Attend

Responsible: Registry / Director of Studies

A student may attend the ceremony only if:

- completion has been formally confirmed
- conferral has been approved by Academic Board and Board of Directors

4.6.4 Behaviour and Safety

Responsible: Campus Director; Student Experience

- The Campus Director may decline a student's attendance where safety risks are identified.
- All participants are expected to comply with behaviour expectations in the Student Code of Conduct.

4.7 CERTIFICATION DOCUMENTATION

LCIM issues certification documentation in accordance with AQF and TEQSA requirements.

4.7.1 Issuing Documentation

Responsible: Registry

Graduates receive the following authorised documents via My eEquals:

- Testamur
- Academic Transcript

- Australian Higher Education Graduation Statement (AHEGS)
Hardcopy testamurs may be provided at ceremonies or mailed if conferred in absentia.

4.7.2 Replacement Documentation

Responsible: Registry

A replacement testamur may be issued where the original is:

- lost
- stolen
- damaged (original must be returned)
- never received

Name changes on replacement documents are approved only where supported by:

- legal evidence of gender affirmation
- legal name change documentation
- circumstances deemed equivalent by the Campus Director

4.7.3 Statement of Academic Completion (SAC)

Responsible: Registry

A SAC may be issued where required for:

- visa applications
- permanent residency processes
- professional association applications
- other official purposes requiring confirmation of completion

SACs are issued in hardcopy format only and are not uploaded to My eEquals.

4.7.4 Security & Authentication

Responsible: Registry / IT

Certification documentation is secure, authenticable, and traceable.

LCIM applies:

- digital security via My eEquals
- physical security features on hardcopy documents
- award number tracking
- encrypted data retention

Detailed specifications are contained in LCIM's internal **Security & Authentication Schedule**.

4.8 STUDENT RECORDS

4.8.1 Locking Records Post-Completion

Responsible: Registry

Once completion is confirmed, the student's record is locked. No further results can be added or amended unless formally approved.

4.8.2 Amendments to Records

Responsible: Director of Studies; Academic Board

Approved amendments may occur only:

- by authorisation of the Director of Studies and Academic Board
- following misconduct or appeal determinations
- where administrative error is substantiated

4.8.3 Record Retention

Responsible: Registry

LCIM retains all certification documentation records and AQF qualification registers for a **minimum of 30 years**, consistent with regulatory requirements.

4.9 WITHDRAWAL OR REVOCATION OF AWARDS

	<p>4.9.1 Identification of Error or Misconduct An award may be considered for withdrawal or revocation if:</p> <ul style="list-style-type: none"> • issued in error, or • the student engaged in academic misconduct affecting eligibility. <p>4.9.2 Investigation Responsible: Director of Studies The Director of Studies conducts an investigation, verifies evidence, and prepares a recommendation.</p> <p>4.9.3 Decision-Making Responsible: Academic Board; Board of Directors</p> <ul style="list-style-type: none"> • Academic Board reviews the recommendation and endorses action. • Board of Directors approves withdrawal or revocation. <p>4.9.4 Administrative Actions Responsible: Registry</p> <ul style="list-style-type: none"> • Update all award registers and student records • Notify the student in writing • Issue corrected documentation if applicable <p>4.10 POSTHUMOUS AWARDS</p> <p>4.10.1 Request and Eligibility A posthumous award may be considered when:</p> <ul style="list-style-type: none"> • the student had 50 credit points or fewer remaining • exceptional circumstances apply <p>4.10.2 Assessment and Approval Responsible: Director of Studies; Academic Board</p> <ol style="list-style-type: none"> 1. Director of Studies reviews academic progress and evidence. 2. Recommendation submitted to Academic Board. 3. Academic Board approves or declines the request. 4. Conferral follows standard governance approval processes. <p>4.11 REPORTING</p> <p>4.11.1 Conferral Reporting Responsible: Registry Conferral lists are submitted to Academic Board and Board of Directors each cycle.</p> <p>4.11.2 Revocation Reporting Responsible: Registry; Director of Studies Any withdrawal or revocation of awards is reported annually to Academic Board and Board of Directors.</p> <p>4.11.3 My eQuals Reporting Obligations Responsible: Registry / IT LCIM maintains ongoing compliance with My eQuals reporting and data requirements.</p>
Relevant Legislation	<p>Education Services for Overseas Students Act 2000 Higher Education Standards Framework (Threshold Standards) 2021 2020 Higher Education Support Act 2003 National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)</p>

	National Vocational Education and Training Regulator Act 2011 Standards for Registered Training Organisations 2015 Student Identifiers Amendment (Enhanced Student Permissions) Bill 2019-2020 Australian Qualifications Framework AQF Qualifications Issuance Policy AQF		
Key Related Documents	A007 Graduation Policy 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		
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Date for Review	MTG 2 2027		
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Documents superseded by this Procedure	Graduation Procedure Version 1.0 2020		
Noted by: Academic Board	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 Dean and Principal Academic Manager Student Experience Manager Director of Operations 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 and Principal	New Procedure	August 2020	August 2020
2.0	Academic Manager	Revised Procedure	10 th October 2022	10 th October 2022
3.0	Dean	Revised Procedure	22 January 2024	22 January 2024
4.0	Campus Director	Revised Procedure	M1 2026 February	M1 2026 February