

## Course Completion and Award Conferral Procedure

### ADMIN USE ONLY

APPROVAL	
Position title:	<b>Dean of Studies</b> <span style="float: right;">Date: 17 August 2023</span>
Procedure Title	Course Completion and Award Conferral Procedure
Executive	Sally Payne, Dean of Studies
Manager	Education Services Manager
Procedure ID	PROC/EDUC/09/23
Effective Date	17 August 2023

### VERSION HISTORY

No.	Author	Description of change/purpose	Date
1.0	David Montgomery	New procedure	8/08/2023

### PROCEDURE PURPOSE

UTS College is committed to providing high quality, reputable higher education programs that deliver expected outcomes and that all qualifications awarded are credible for the level required for each qualification.

This procedure document applies to students completing programs delivered by UTS College and should be read in conjunction with the Course Completion and Award Conferral Policy.

### SCOPE

This procedure applies to students graduating from UTS College Diplomas, Graduate Certificates and Undergraduate Certificates. It also applies to students completing UTS College non-award courses the UTS Foundation Studies delivered on behalf of UTS and the UTS College Academic English program.

**DEFINITIONS** are set out at the end of this procedure.

### PROCEDURE STEPS

Activity	Description	Responsible
<b>Program Completion</b>		
<b>Conferral eligibility</b>	<b>1. Program completion requirements</b> <ul style="list-style-type: none"> <li>To be eligible for the conferral of an award or non-award certificate, a UTS College student must satisfy the course requirements as stated in the Academic and English Student Handbook for the year in which they commenced their course of study.</li> </ul> <p><i>Students can find further information in the <b>Course Completion and Award Conferral Policy</b></i></p>	Student
	<b>2. List of Graduands and/or eligible students</b> <ul style="list-style-type: none"> <li>Eligible students will be added to a list of graduands by Education Services to be conferred as stated in the Course Completion and Award Conferral Policy.</li> </ul>	Exams and Progression Coordinator

Activity	Description	Responsible
<b>AWARD and CERTIFICATE DOCUMENTATION</b>		
<b>Academic Statements</b>	<p><b>3. Transcripts, Testamurs and Certificates</b></p> <ul style="list-style-type: none"> <li>• Details on Academic Statements must meet the requirements set out in the Higher Education Standards Framework 2021 and the Australian Qualifications Framework (AQF).</li> </ul> <p><b>4. Graduate's name on Academic Statements</b></p> <ul style="list-style-type: none"> <li>• Names will appear on Academic Statements as they appear in the Student Management System (SMS).</li> </ul> <p><b>5. Conferral date</b></p> <ul style="list-style-type: none"> <li>• Academic programs conferral date is one week after the Monday of results release.</li> <li>• Academic English programs conferral date is one week after the Friday of results release.</li> </ul> <p><b>6. Digital documentation</b></p> <ul style="list-style-type: none"> <li>• Upon conferral, all graduands/eligible students will be issued digital academic statements via <i>My eQuals</i>: <ul style="list-style-type: none"> <li>○ Testamur for award courses, or</li> <li>○ Notice of course completion, and</li> <li>○ Transcript of academic record.</li> </ul> </li> </ul> <p><b>7. Replacement documentation</b></p> <ul style="list-style-type: none"> <li>• Form to be completed and submitted to the UTS College Student Centre</li> <li>• <i>My eQuals</i> copies (only) issued</li> <li>• Fees apply, unless the following apply: <ul style="list-style-type: none"> <li>○ UTS College error <ul style="list-style-type: none"> <li>○ Lost, stolen, damaged: A statutory declaration must be submitted with any evidentiary documentation.</li> <li>○ Formal name change: Verified legal documentation must be submitted as evidence of the change of name.</li> </ul> </li> </ul> </li> </ul>	Exams and Progression Coordinator

Activity	Description	Responsible
<b>Conferral of Academic Statements</b>		
	<p><b>8. Conferral</b></p> <ul style="list-style-type: none"> <li>• Eligible students/graduands list is conferred by the Dean of Studies as the delegated authority of the Chair of Academic Board.</li> <li>• Eligible students/graduands list is to be included in the papers of the next Academic Board and Insearch Limited Board meetings.</li> <li>• The conferral date will be the date the Dean of Studies approves the conferral, per point 5, above.</li> </ul>	<p>Chair of Academic Board</p> <p>Dean of Studies</p>
<b>Revocation or Rescission</b>		
	<p><b>9. Cancellation of academic statements</b></p> <ul style="list-style-type: none"> <li>• The Chair of the Academic Board or the Dean of Studies, acting as the delegate of the Chair may revoke or rescind an academic statement, based on the report prepared for the Insearch Limited Board: <ul style="list-style-type: none"> <li>○ The name or list of names will be provided to Education Services and the student notified in writing via email within 14 days of the decision.</li> </ul> </li> </ul>	<p>Chair of Academic Board</p> <p>Dean of Studies</p> <p>Exams and Progression Coordinator</p>

## DEFINITIONS

Australian Qualifications Framework (AQF)	The Australian Government's policy for regulated qualifications in the Australian education and training system.
Award	A diploma, undergraduate or graduate certificate or other qualification awarded upon successful completion of an accredited course.
Completed	The subject status that indicates a student has attempted and received a grade for a subject.
Course (of study)	A number of subjects extending over a period of time leading to an award, qualification on completion of a recognised program of studies.
Conferral	The date that an award is officially recorded as being issued to a student who completes their program.
Dean of Studies	Is the head of the Education Department and has authority over the educational courses and programs offered by UTS College
Exam and Progression Coordinator	Is the person responsible for the administering of exams, publication of final grades and qualifications.
Grade	A grade is awarded to an assessment item to recognise the level of academic achievement the student has demonstrated. Grades include High Distinction, Distinction, Credit, Pass or Fail.
Graduand	A student who is eligible to graduate, but who has not yet graduated.
Higher Education Standards Framework 2021	A legislative instrument that sets out the minimum acceptable standards that UTS College must continue to meet to maintain registration as an Australian university under the Tertiary Education Quality and Standards Agency Act 2011.
My eEquals	My eEquals is the official tertiary credentials digital platform for the higher education sector, students and verifiers.
Revocation/revoke	For the purpose of this procedure, the act of the UTS College Academic Board to officially cancel an award previously conferred.
Testamur	An official certificate issued by Insearch limited Board certifying that a qualification has been awarded to an individual.
Transcript of academic record	An official certificate of a student's academic record at UTS College.

UTS College	Insearch Limited and its controlled entities.
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**SUPPORTING DOCUMENTS:**

- Course Completion and Award Conferral Policy
- UTS College Student Complaints and Appeals Policy
- UTS College Student Complaints and Appeals (Academic) Procedure