

## CONFERRAL OF QUALIFICATIONS, AWARDS AND GRADUATION POLICY (HIGHER EDUCATION)

### 1. Purpose and Objectives

1.1 The objectives of this policy are to:

- define who is eligible for formal conferral of an award by the Academic Board of Le Cordon Bleu Australia (LCBA);
- define who is responsible for the management of graduation ceremonies;
- outline under what circumstances and how qualifications may be presented; and
- outline the procedural principles for issuing and reissuing academic documentation relating to qualifications, and for revoking awards.

### 2. Scope

2.1 This policy applies to higher education qualifications and academic excellence awards.

### 3. Legislative Context

- Australian Qualifications Framework 2013
- Higher Education Standards Framework (Threshold Standards) 2021
- Statutory Declarations Act 1959 (Cwlth)

### 4. Policy Statement

4.1 LCBA commits to upholding academic standards and the appropriate implementation of processes for the awarding and revoking of qualifications in accordance with the requirements of the Australian Qualifications Framework and the Higher Education Standards Framework 2021.

4.2 LCBA applies effective procedures to monitor the academic progress of students to ensure that qualifications and awards are granted in accordance with LCBA policies or are revoked where it has been determined that a qualification or award has been granted in error or there has been a breach of LCBA's policies.

### 5. Policy

5.1 Conferral

5.1.1 Every student who completes the requirements for a qualification is eligible for formal conferral of the qualification by LCBA.

5.1.2 A student is deemed to have completed the requirements for a qualification after completion of all course requirements.

5.2 Documentation

5.2.1 Upon completion of the requirements for a qualification and having been deemed to have completed qualification requirements after an Academic Committee Meeting, LCBA will provide to students, within 30 calendar days, academic documentation, including two (2) copies of academic transcripts and a Letter of Completion. Parchments (testamurs) may be issued at graduation ceremonies.

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- 5.2.2 Parchments (testamurs) will indicate the achievement of students who fulfill the requirements of a higher education degree with a major or specialisation.
  - 5.2.3 Students who satisfactorily complete the requirements for a double degree will receive one parchment (testamur).
  - 5.2.4 Additional or replacement academic transcripts can be issued at a cost.
  - 5.2.5 Students who withdraw from their program prior to completion may be issued with one copy of their transcript free-of-charge.
  - 5.2.6 Replacement parchments (testamurs) can be issued in the event of damage or loss. There is a cost for replacement parchments (see Fees and Refunds Policy). Requests for replacement parchments can be lodged by completing the Application for Replacement Parchment along with a completed Statutory Declaration providing evidence of the damage/loss. Forms are available from Student Services. The original date of conferral will be maintained, however signatories to the replacement testamur may be different from those on the original parchment (testamur). Replacement parchments (testamurs) are marked "copy only".
  - 5.2.7 Replacement certification documentation will meet the requirements of the Australian Qualifications Issuance Policy under the AQF. The design and non-essential details (such as campus address) may not be identical to the originally issued certification documentation.
  - 5.2.8 LCBA will provide replacement certification documentation within seven (7) working days of receiving a valid application and payment, with the exception of testamurs requiring calligraphy, which LCBA will provide within 30 days.
- 5.3 Graduation
- 5.3.1 If students wish to exit their qualification at a lower AQF level, they must contact the local Student Services office to lodge an Application for Early Exit and must do so at least eight (8) weeks prior to completing their exit qualification.
  - 5.3.2 Students cannot graduate at a ceremony unless they have completed all requirements for a qualification, have no outstanding debt, received an invitation to graduate from LCBA and responded to that invitation.
  - 5.3.3 Eligible students may elect to defer attendance of their graduation ceremony and must do so before the RSVP date for the immediate graduation. Students are able to defer attendance of graduation ceremonies for a maximum of one (1) graduation round.
  - 5.3.4 Where a qualification or an award is conferred in absentia, LCBA will make arrangements for either the postal despatch of the documents referred to in 5.3, or otherwise for collection.
  - 5.3.5 LCBA will automatically confer qualifications or awards in absentia to students who do not respond to their invitation to attend, or who do not attend where otherwise agreed, a graduation ceremony.

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5.3.6 In the event of a student’s death before conferral of their qualifications or award, but after completing all the requirements for a qualification or award, the qualification or award will be conferred posthumously, either to a nominated representative of the deceased student’s estate, or in absentia.

### 5.4 Revocation of an award or academic award

5.4.1 LCBA may revoke an award or an academic excellence award where LCBA is satisfied that:

- the award was conferred in error;
- the award was conferred as a result of fraud;
- the award was conferred by reason of a breach of LCBA’s Academic Integrity Policy and as such the completion requirements for the qualification or award were not fulfilled.

5.4.2 Authority to revoke awards and academic excellence awards rests with the Corporate Board.

### 5.5 Academic Excellence Awards (Dux awards)

5.5.1 To be eligible for the Dux award in a Bachelor course, the student must have completed the requirements for an AQF 7 undergraduate qualification offered by LCBA and not have received more than 50% credit or advanced standing towards the award.

5.5.2 To be eligible for the Dux award in a Masters course, the student must have completed the requirements for an AQF 9 Master qualification by coursework offered by LCBA and not have received more than 50% credit or advanced standing towards the award.

5.5.3 Dux is awarded to the student with the highest GPA of the graduating cohort in each course across all campuses, provided they have obtained a GPA of 6.0 or higher.

5.5.4 In the case of a tie (where two or more students have identical GPAs), the student with the highest percentage result will be awarded Dux.

5.5.5 The Dux is awarded at the discretion of the LTQC and may not be awarded in some circumstances.

5.5.6 Eligible recipients of all academic awards are communicated to LCBA by the Academic Committee Chair at Academic Committee Meetings.

## 6. Roles and Responsibilities

Roles	Responsibilities
Academic Board	Approves graduand list Oversees the governance of qualifications and academic excellence awards processes Authorises the conferral of qualifications and academic excellence awards

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<b>Roles</b>	<b>Responsibilities</b>
Academic Committee	Ratifies results, course completions and granting of qualifications
Academic Committee Chair	Recommends students for award of qualifications and academic excellence awards to Academic Committees and the Academic Board
Corporate Board	Authorises scheduling and conduct of graduation ceremonies Delegates authority on all academic matters relating to the conferral of qualifications and academic excellence awards to the Academic Board Authorises the revocation of award of qualifications
Events Staff	Manages graduation ceremonies
Student Services Manager	Manages parchment and academic documentation stock
Program Manager (Delivery Partner)	Provides accurate and timely student results to LCBA
Registrar	Is the custodian of the Le Cordon Bleu Australia Seal, and ensures the Seal is used under proper authority Oversees the administration of the certification and graduation processes Submits graduand lists to the Academic Board
Student Services Manager (campus-based)	Provides to the Registrar and Events Coordinator: <ul style="list-style-type: none"> <li>• the lists of graduands; and</li> <li>• the list of Academic Excellence Award recipients</li> </ul> Issues certification documentation to students

### 7. Definitions

‘Academic Excellence Awards’ recognise excellence in academic achievement and are granted to eligible students.

‘Award’ (of a qualification – also ‘conferral of a qualification’) occurs when a student has met the requirements of a qualification and the qualification is certified through the provision of a testamur [AQF 2013 definition].

‘Australian Qualifications Framework (AQF)’ is the national policy for regulated qualifications in Australian education and training.

‘Certification documentation’ is the set of official documents that confirms that a qualification has been completed and awarded to an individual.

‘Conferral’ means the act of granting a qualification to a student either in person or in absentia at an official ceremony after completion of their course requirements.

‘Grade Point Average’ (GPA) is a measure of the student’s academic performance for their course to date. The GPA is calculated using the number of units that a student has attempted (including Fail grades) and the point value for the grade achieved. The GPA is also used to determine academic progression and academic awards.

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‘Graduand’ is a person who has fulfilled the requirements for completion of a qualification in accordance with this policy.

‘Parchment’ (also testamur) means a document in the form of a degree, diploma or certificate which is binding on and certified by LCBA, provided to the relevant graduating student on successful completion and conferral of a qualification at LCBA.

‘Qualification’ (also AQF qualification) means the result of an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF [AQF 2013 definition].

### 8. Related Documents

- Academic Integrity Policy
- Academic Progress Policy HE
- Fees and Refunds Policy – Domestic Students
- Fees and Refunds Policy – Overseas Students
- Results and Grades Policy HE

### 9. Process for revoking awards

9.1 Recommendations to revoke awards must be made in writing by the Head of School to the Registrar and will:

- explain the reasons for the decision to revoke the award; and
- where a new award is to be conferred, provide a recommendation for conferral of the new award.

9.2 The Registrar will convey the recommendation to the Corporate Board.

9.3 The Corporate Board will accept or reject the recommendation and direct the Registrar to enact its decision.

9.4 The Registrar, or delegate, will:

- report all relevant AQF testamurs as ‘voided’ on the ‘LCBA Parchment Register’,
- emend the student’s academic history on the student system,
- advise the Corporate Board of the finalisation of the matter at its next meeting, and
- report the change to the relevant Australian Government authority.

9.5 The Registrar, or delegate, will write to the student and:

- notify them of the decision to revoke their award and the reasons for the decision,
- request the return of their testamur within 10 working days of receiving the letter,
- issue a new Record of Results/Statement of Attainment, and
- notify them of any new award that may have been conferred.

9.6 Where a new award is to be conferred, the Registrar or delegate will:

- correct the student’s academic history on the student management system, backdated to the date the original award was conferred, and
- issue the new testamur following receipt of the returned original documents.

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### 10. Authority

10.1 The Academic Board of LCBA authorises and ensures the proper governance of the process of the conferral of awards and academic excellence awards.

10.2 The Corporate Board of LCBA authorises the process of revocation of awards and scheduling and conduct of graduation ceremonies.

### 11. Summary of changes since last review

Authored by	Description
Registrar	Include statements on how achievements of students who graduate with honours, major, specialisation or double degree are recognised with testamurs Clarify which academic awards are presented in which courses (see 5.4 and 5.5) Clarify whether GPA refers to period of calendar year or units from Year 1, Year 3 etc (see 5.18)
Head of School of Business	Removal of Academic Excellence Awards (Meritorious and Dean's list) Inclusion of fraud as a reason for revoking conferred awards and qualifications Clarification of requirements for eligibility of academic excellence awards Inclusion of sub-sections