

## 1. Purpose

1.1. The purpose of the Conferral and Graduation Policy and Procedure is to outline the principles and processes that Central Australian Institute of Technology Higher Education (CAIT Hi-Ed) will follow to ensure the accurate, fair, and timely conferral of awards and the organisation of graduation ceremonies. This policy and procedure will establish clear requirements for verifying students' eligibility for conferral, the issuance of testamurs and graduation documents, and the planning and delivery of graduation events. It will also ensure that CAIT Hi-Ed's conferral and graduation practices will comply with relevant regulatory standards and uphold the integrity and credibility of its qualifications.

## 2. Scope

2.1. The Conferral and Graduation Policy and Procedure applies to:

- All students enrolled in accredited courses at CAIT Hi-Ed who are eligible for an award.
- Academic staff responsible for confirming students' eligibility for conferral.
- Professional staff involved in administering conferral and graduation processes.
- Senior leadership responsible for approving conferrals.
- External parties engaged to support the delivery of graduation ceremonies or the production of graduation documents.

## 3. Policy

- CAIT Hi-Ed will ensure that the conferral of awards and the conduct of graduation ceremonies reflect the institution's commitment to academic integrity, quality assurance, and student recognition. CAIT Hi-Ed will establish transparent, fair, and consistent processes for confirming student eligibility, issuing official graduation documents, and celebrating student achievement through formal graduation events. All conferral and graduation activities will align with regulatory requirements, uphold the credibility of CAIT Hi-Ed's qualifications, and foster a positive student experience.

## 4. Principles

4.1. CAIT Hi-Ed's approach to conferral and graduation will be guided by the following principles:

- 4.1.1 All students who meet the eligibility requirements will have equal access to conferral and graduation processes, regardless of their background, location, or mode of study.
- 4.1.2 CAIT Hi-Ed will provide clear, accessible, and timely information about the requirements, processes, and timelines for conferral and graduation.
- 4.1.3 Only students who have successfully met all academic and administrative requirements will be eligible for conferral of an award.
- 4.1.4 Conferral and graduation processes will comply with the Higher Education Standards Framework (HESF), Australian Qualifications Framework (AQF), and other relevant legislation and regulatory obligations.
- 4.1.5 All graduation documents, including testamurs, academic transcripts, and Australian Higher Education Graduation Statements (AHEGS), will meet required standards for accuracy, authenticity, and security.
- 4.1.6 The conferral and graduation experience will recognise and celebrate student achievement in a way that enhances student pride and engagement with CAIT Hi-Ed.

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- 4.1.7 Graduation ceremonies and processes will be designed to respect cultural diversity and accommodate reasonable adjustments for students with disabilities or other special requirements.
- 4.1.8 Accurate and secure records of conferrals and graduations will be retained permanently to support future verification requests and institutional reporting.
- 4.1.9 The policy and procedure will be regularly reviewed to ensure ongoing relevance, effectiveness, and alignment with good practice and regulatory changes.

## 5. Procedure

### 5.1. Course Completion

- 5.1.1. At the end of each study period, CAIT Hi-Ed will review each student's academic progress. This review ensures students have successfully completed all academic requirements, such as passing all required units, as well as any administrative requirements, including the payment of fees and submission of necessary documents.
- 5.1.2. Students who have met all academic and administrative requirements for their enrolled course will be identified as eligible for course completion. These students will then be recommended to the Academic Board, which in turn will provide a list of these students to the Governing Board for approval. This formal step ensures the qualification is officially approved and awarded by CAIT Hi-Ed.
- 5.1.3. Once a student's course completion is confirmed and approved, CAIT Hi-Ed will formally notify the student of their completion status. The student will also be provided with clear information about the next steps, including:
  - How and when their qualification will be conferred (officially awarded);
  - Details about upcoming graduation ceremonies, including how to register, hire academic regalia, and invite guests;
  - What to do if they are unable to attend the graduation ceremony, including options to have their qualification conferred in absentia (without attending in person);
  - How to request official academic transcripts, completion letters, or other documentation they may need for employment or further study.

### 5.2. Non-Standard Completion

- 5.2.1. Students who complete their course outside the usual timeframe — for example, by studying in an accelerated mode, taking extensions, or following a reduced study load — will still undergo the same eligibility review process as all other students. This ensures that regardless of how long (or short) it takes to complete the course, every student's progress and completion will be assessed fairly and consistently.
- 5.2.2. As part of this process, any academic or administrative adjustments made during the student's enrolment (such as approved leave of absence, extended deadlines, or variations to their study plan) will be formally reviewed and documented. This ensures that:
  - All adjustments comply with CAIT Hi-Ed's academic and administrative policies.
  - Students who took a non-standard study path are still treated equitably compared to students following the standard course schedule.
  - The student's eligibility for course completion is clear and transparent, with a full record of any variations that were applied.

### 5.3. Completion of Programs No Longer Offered

5.3.1. Students who are enrolled in a discontinued program (a course that CAIT Hi-Ed no longer offers to new students) can still complete their studies and graduate, provided they have met all academic and administrative requirements that were in place at the time they originally enrolled in the program. This means students will be assessed against the rules, subjects, and course structure that applied when they commenced, unless specific changes have been communicated and agreed upon.

5.3.2. In some cases, CAIT Hi-Ed may need to apply transitional arrangements to help students complete a discontinued program — for example:

- Substituting discontinued subjects with approved alternative subjects.
- Allowing students to transfer to a closely related course, with credit for the subjects they've already completed.
- Extending time limits to account for disruptions caused by the program being discontinued.

5.3.3. Any transitional arrangements will be reviewed and approved by the Academic Board to ensure they are fair, academically sound, and in line with regulatory requirements.

### 5.4. Review of Completion Decisions

5.4.1. If a student believes that a mistake has been made in determining their course completion status, they have the right to request a formal review.

5.4.2. This could relate to errors such as:

- Incorrect calculation of completed units or grades.
- Misinterpretation of enrolment records.
- Missing or overlooked results from approved units of study.

5.4.3. To initiate a review, the student must submit a written request within a specified timeframe.

5.4.4. The review will be undertaken by an independent academic staff member who was not involved in the original completion assessment. This ensures the process is impartial and objective.

5.4.5. The reviewer will consider all relevant evidence, including:

- The student's academic transcript.
- Course rules and requirements at the time of enrolment.
- Any special circumstances or formal variations approved during the student's enrolment (e.g., credit transfers, extensions).

5.4.6. Once the review is completed, the outcome will be formally communicated to the student in writing.

5.4.7. The student will be advised of:

- Whether the original decision stands or is changed.
- The reasons for the decision.
- Any further steps the student can take if they wish to appeal the outcome, in line with CAIT Hi-Ed's appeals process.

### 5.5. Conferral of Awards

5.5.1. Conferral is the formal process where a student's qualification is officially awarded once they have successfully completed all academic and administrative requirements for their course.

5.5.2. At CAIT Hi-Ed, conferral requires approval by the Governing Board in consultation with the Academic Board. This ensures that all awarded qualifications meet academic, regulatory, and institutional standards.

**5.5.3.** Conferral dates will be scheduled at regular intervals throughout the academic year. This ensures that students who complete their studies at different times (e.g., at the end of each study period or after resolving administrative issues) do not face unreasonable delays in receiving their formal qualification. Fees related to the conferral of awards will be charged in accordance with the CAIT Hi-Ed Tuition Fees, Charges, Protection and Refund Policy and Procedure.

5.5.4. Once an award is conferred, this official conferral date will be recorded in the student's official academic record. This date will appear on both the student's academic transcript and testamur.

5.5.5. Formal conferral is a separate process from the graduation ceremony — students are officially graduates from the date of conferral, regardless of whether they attend a ceremony.

## **5.6. Non-Conferral of Awards**

5.6.1. CAIT Hi-Ed will not confer a qualification if the student has not fully met all required academic and administrative obligations. This includes:

- Incomplete academic requirements, such as failed or outstanding units.
- Unresolved administrative matters, such as unpaid tuition fees or missing documentation (e.g., identification, proof of prior learning).

5.6.2. In addition, awards will not be conferred if a student is subject to an ongoing disciplinary process or under investigation for alleged academic misconduct or breaches of academic integrity.

5.6.3. In such cases, the conferral process will be paused until the matter is fully resolved in line with CAIT Hi-Ed's academic integrity and misconduct policies.

5.6.4. If a student is deemed ineligible for conferral, they will receive formal written notification from CAIT Hi-Ed. This notification will:

- Explain why the conferral cannot proceed.
- Outline any corrective steps the student may need to take (such as completing missing units, clearing outstanding fees, or providing documents).
- Advise the student of their right to appeal the decision, including instructions on how to submit an appeal and the timeframe for lodging it.

## **5.7. Nested Awards**

5.7.1. CAIT Hi-Ed offers nested awards within certain programs. A nested award is a lower-level qualification (such as a Diploma, Graduate Diploma or Associate Degree) that is embedded within a higher-level program (such as a Bachelor Degree or Master Degree). This allows students to gain a formal qualification even if they choose to exit early or wish to receive recognition for a completed stage of their studies.

5.7.2. Students who have met all academic and administrative requirements for a lower-level nested qualification may request formal conferral of that award only if they do not intend to continue with the higher-level qualification. Conferral of a nested award will not be granted to students who are actively enrolled in and progressing toward the completion of the higher-level course. However, if a student formally exits the higher-level program, they may receive the nested

qualification without impacting their eligibility to reapply or re-enrol in the higher-level award at a later date.

5.7.3. The conferral process for nested awards follows the same governance, academic, and administrative processes as any other qualification awarded by CAIT Hi-Ed, ensuring compliance with AQF and HESF standards.

## **5.8. Official Academic Transcripts**

5.8.1. After a student's award is formally conferred, CAIT Hi-Ed will issue an official academic transcript. This document serves as the official record of the student's academic history at CAIT Hi-Ed.

5.8.2. The academic transcript will include:

- The student's full name, as recorded in CAIT Hi-Ed's system at the time of conferral.
- The name of the awarded qualification, including its AQF level (e.g., Graduate Diploma, Bachelor Degree, Master Degree).
- A list of all completed units, including unit codes, unit titles, and final grades achieved in each unit.
- The date of conferral, which is the formal date the award was approved by the Governing Board.

5.8.3. CAIT Hi-Ed's academic transcripts will be designed to comply with the requirements of the Australian Qualifications Framework (AQF) and the Higher Education Standards Framework (HESF). This ensures they are recognised as credible, transparent, and fit for purpose in Australia and internationally.

5.8.4. Academic transcripts will be issued in a secure format to protect against tampering or unauthorised alteration. Digital versions, where offered, will be issued via secure platforms to enhance authenticity and portability for graduates.

5.8.5. Students can request additional copies of their academic transcript at any time after conferral, with CAIT Hi-Ed maintaining permanent records to ensure these can be provided even years after graduation.

## **5.9. Testamurs**

5.9.1. A testamur is the official certificate awarded to students when their qualification is formally conferred. It is a legal document that confirms the student has successfully completed all the requirements for their course at CAIT Hi-Ed.

5.9.2. Each testamur will include the following key information:

- The student's full legal name, exactly as recorded in CAIT Hi-Ed's student management system at the time of conferral. Students are responsible for ensuring their details are correct prior to conferral.
- The title of the award, such as Bachelor of Early Childhood Education.
- The official date of conferral, which is the date the qualification was approved by the Governing Board.
- CAIT Hi-Ed's official seal, which authenticates the document as a genuine record issued by the institution.

- Authorised signatures from designated CAIT Hi-Ed officials, such as the Chair of the Academic Board and the Chief Executive Officer.
- The AQF level of the award (e.g., AQF Level 7 for a Bachelor Degree), along with a statement confirming the qualification is issued under the Australian Qualifications Framework.

5.9.3. Testamurs will be produced in secure formats, using high-quality materials and anti-fraud features such as:

- Unique document identification numbers.
- Watermarks, security foils, or other tamper-resistant elements.
- Controlled printing processes to prevent unauthorised reproduction.

5.9.4. CAIT Hi-Ed will store digital copies of all issued testamurs in the student record system, ensuring permanent access for future verification or replacement requests.

## **5.10. Testamur Replacement**

5.10.1. Students who have been awarded a qualification by CAIT Hi-Ed may apply for a replacement testamur if their original document has been:

- Lost (e.g., misplaced during relocation).
- Damaged (e.g., torn, stained, or rendered illegible).
- Destroyed (e.g., due to fire, flood, or other incidents).
- If the student's legal name has changed (e.g., following marriage, divorce, or gender affirmation).

5.10.2. To maintain document integrity, all replacement testamurs will be clearly marked as replacements. This ensures transparency and protects the credibility of CAIT Hi-Ed's qualifications.

5.10.3. Replacement testamurs will display the original conferral date, not the date the replacement was issued. This ensures the replacement accurately reflects the student's original achievement.

5.10.4. Students will be required to provide satisfactory evidence to support their application for a replacement, such as:

- A statutory declaration if the testamur was lost, damaged, or destroyed, explaining the circumstances.
- The damaged testamur (if applicable) returned to CAIT Hi-Ed for cancellation.
- Official documentation to confirm a legal name change, such as a change of name certificate, marriage certificate, or updated passport.

5.10.5. Replacement testamurs will be produced using the current testamur design at the time of reissue, but will still reflect the original qualification title and conferral date.

5.10.6. CAIT Hi-Ed will retain records of all replacement testamurs issued, to ensure a complete and accurate record is maintained for each graduate.

## **5.11. Graduation**

5.11.1. Graduation ceremonies are an important part of recognising and celebrating student achievement at CAIT Hi-Ed. These events provide an opportunity for students, their families,

and faculty to come together and formally acknowledge the successful completion of their academic journey.

5.11.2. CAIT Hi-Ed will organise formal graduation ceremonies at regular intervals, typically once a year, to celebrate the completion of qualifications and the conferral of awards. These ceremonies will be open to eligible graduates, providing a memorable occasion to mark their academic success.

5.11.3. Eligible students—those who have successfully completed their course and had their award conferred—will be invited to attend the graduation ceremony. Invitations will be sent out well in advance, allowing students to make arrangements for participation.

5.11.4. Participation in the ceremony is optional, meaning students can choose to attend or not. Those who prefer not to attend can still receive their testamur and academic transcript in the usual manner. Any fees associated with participation in the graduation ceremony, including regalia hire and guest attendance (if applicable), will be managed in accordance with the CAIT Hi-Ed Tuition Fees, Charges, Protection and Refund Policy and Procedure.

5.11.5. Graduation ceremonies will be conducted with the utmost professionalism and attention to detail. CAIT Hi-Ed will ensure that the ceremonies are:

- Inclusive:  
Celebrating the diverse backgrounds, cultures, and experiences of all students.
- Respectful:  
Ensuring every student's achievement is valued, regardless of their background or journey.
- Engaging:  
Providing a positive, enriching experience for all attendees, with opportunities for speeches, awards, and recognitions that highlight the achievements of students across different fields of study.

5.11.6. The ceremonies will aim to create an uplifting and celebratory atmosphere, where students can feel proud of their accomplishments and look forward to the next steps in their careers or further education.

5.11.7. Through the graduation ceremonies, CAIT Hi-Ed celebrates its commitment to academic excellence and student success, while fostering a sense of belonging and community among graduates.

## **5.12. Certification Documents**

5.12.1. Graduating students at CAIT Hi-Ed will receive a full suite of certification documents to formally recognise their academic achievements upon the conferral of their qualification. This suite will include:

- Testamur:  
The official certificate that confirms the student has met all the requirements for the qualification, with details of the award and conferral date.
- Academic Transcript:  
A comprehensive record of all completed units, grades, and any academic progress made throughout the course.
- Australian Higher Education Graduation Statement (AHEGS):

This document provides a clear description of the qualification awarded, including its AQF level, details of the course structure, and information about the graduate's capabilities and learning outcomes.

5.12.2. All certification documents will be carefully prepared to meet the requirements set by the Australian Qualifications Framework (AQF) and the Higher Education Standards Framework (HESF). This ensures that the documents:

- Are compliant with national standards for higher education qualifications in Australia.
- Clearly reflect the value and quality of the student's achievement and the institution's commitment to academic excellence.

5.12.3. To ensure the security and integrity of these important documents, CAIT Hi-Ed will incorporate necessary security features, such as:

- Watermarks, holograms, or other anti-fraud measures to protect against unauthorised duplication or tampering.
- Unique identifiers and digital signatures (for electronic versions) that verify the authenticity of the documents.

5.12.4. The suite of certification documents is designed not only to verify a student's academic success but also to support graduates in their future career pursuits or further academic study, serving as official proof of their qualifications for employers, educational institutions, or government agencies.

5.12.5. Fees for replacement or additional certification documents, including testamurs, transcripts, and AHEGS, will be determined in line with the CAIT Hi-Ed Tuition Fees, Charges, Protection and Refund Policy and Procedure.

### **5.13. Changes to Student Records**

5.13.1. After the formal conferral of a qualification, CAIT Hi-Ed will update the student's official academic record to reflect the award received and the date of conferral. This ensures that the student's academic history is fully up to date and accurately reflects their achievements.

5.13.2. Changes to student details, such as name changes or corrections to personal information, can only be processed prior to the conferral of the award, as the student's records must be accurate before final certification is granted. However, there are some exceptional circumstances where changes may be made after conferral, such as:

- Gender affirmation:  
Where a student legally updates their gender, CAIT Hi-Ed will work to ensure that their academic record reflects this change in a respectful and inclusive manner.
- Other legal reasons:  
In cases where a student provides valid documentation showing that changes to their records are necessary post-conferral (e.g., name changes due to legal circumstances).

5.13.3. CAIT Hi-Ed is committed to maintaining a complete and accurate record of all conferrals within its student management system. This system is designed to store and securely manage students' academic records, including details of the qualification awarded, units completed, grades received, and the conferral date.

5.13.4. The student management system ensures that records are accessible for future verification requests or inquiries, such as for employment, further study, or government applications. CAIT

Hi-Ed will retain these records for the required period and maintain them in compliance with legal and regulatory requirements.

5.13.5. Students can be assured that their academic history is handled with care, accuracy, and in accordance with privacy laws and institutional policies.

#### **5.14. Withdrawal or Revocation of Awards**

5.14.1. CAIT Hi-Ed reserves the right to revoke a conferred award under certain circumstances, particularly where the award was obtained through inappropriate means, such as:

- Fraud:  
If a student is found to have deliberately provided false or misleading information during their course or qualification process.
- Academic dishonesty:  
This includes cheating, plagiarism, or other forms of dishonest conduct during assessments or exams.
- Administrative error:  
If a mistake was made by CAIT Hi-Ed in awarding the qualification, such as awarding a degree to a student who had not met all the requirements for completion.
- Serious misconduct:  
If a student engages in behaviour that violates CAIT Hi-Ed's code of conduct or policies, which is discovered after the award has been conferred. This could include criminal behaviour or actions that significantly harm the integrity of the institution.
- Students who wish to contest or refute the revocation of an award, or any conferral or graduation decision, may do so in accordance with CAIT Hi-Ed's Grievance and Appeals Policy and Procedure.

5.14.2. The decision to revoke an award will be made by the Academic Board of CAIT Hi-Ed. The Board will review the situation thoroughly, considering all evidence before making any decision. This ensures that any revocation is based on fair and just grounds.

5.14.3. Once the decision has been made, the student will be formally notified in writing of the revocation of their award. The communication will clearly explain the reasons for the revocation and outline any steps the student can take if they wish to appeal the decision.

5.14.4. The revocation will be recorded in the student's official academic record, ensuring that all documentation reflects the accurate status of the student's qualifications. CAIT Hi-Ed will also ensure that the reasons for the revocation are documented to maintain transparency and accountability in the decision-making process.

5.14.5. CAIT Hi-Ed will handle such matters with sensitivity and respect for all parties involved, ensuring the student is informed of their rights and any potential recourse available to them, including the opportunity to appeal the decision.

#### **5.15. Honorary Awards**

5.15.1. Honorary awards may be conferred by CAIT Hi-Ed to individuals who have made a significant contribution to academia, industry, or the wider community. These awards are typically granted to individuals who have demonstrated exceptional achievements in their field or have had a lasting impact on society.

- Academic contributions could include groundbreaking research, significant advancements in teaching, or long-term academic leadership.
- Industry contributions might involve innovations or leadership in a professional or business context that have substantially influenced their field.
- Community contributions are awarded for those who have demonstrated significant impact through service, social work, or advancing social justice, often beyond the individual's professional role.

5.15.2. Honorary awards are distinct from academic qualifications. They are not based on the completion of a formal course of study or academic programme at CAIT Hi-Ed. Instead, they are a recognition of the individual's achievements and contributions to their respective fields or the broader community.

- These awards do not imply any educational credential or qualification. Rather, they are given as an acknowledgment of excellence or service in a specific domain.
- Honorary awards are non-academic recognitions that celebrate leadership, innovation, and the positive impact made by the recipient, regardless of their formal academic background.

5.15.3. The decision to confer an honorary award is at the discretion of the Governing Board of CAIT Hi-Ed, typically in consultation with faculty and stakeholders. This ensures that the process remains fair and that recipients are genuinely deserving of the recognition.

## **5.16. Posthumous Awards**

5.16.1. Posthumous awards may be conferred by CAIT Hi-Ed in the event of a deceased student who has completed, or nearly completed, the academic requirements for their course. This means that if a student has met the necessary criteria for graduation but unfortunately passes away before the official conferral, the institution may still recognise their academic achievements.

- Nearly completed refers to students who were close to completing their studies but had not met all course or program requirements at the time of their passing. However, the final determination will be based on academic judgment, taking into account the nature of the outstanding requirements and the student's academic standing.

5.16.2. The decision to confer a posthumous award will only be made with the approval of the Governing Board, ensuring that the process follows CAIT Hi-Ed's academic standards and policies. The Academic Board will carefully assess the student's progress and determine whether the award is justified and recommend the posthumous award to Governing Board.

5.16.3. In addition to Governing Board approval, CAIT Hi-Ed will make every effort to consult with the deceased student's family or nominated representative as part of the conferral process. Recognising that families may be navigating significant grief, the conferral of an award may also be initiated by the student's academic team, course coordinator, or relevant faculty where it is believed the student had substantially progressed and should be honoured.

5.16.4. Posthumous awards provide a meaningful way for CAIT Hi-Ed to honour students who demonstrated significant academic effort and promise but were unable to receive their award due to untimely circumstances. It is a gesture of respect for the student's dedication and contributions to their academic journey.

## **5.17. Reporting**

5.17.1. CAIT Hi-Ed will carefully maintain records of all conferrals and graduations in order to support internal reporting, compliance monitoring, and future verification requests. This includes tracking details such as:

- The student's name and qualification awarded.
- The date of conferral.
- Any changes made to the conferral process or status (e.g., revocations or amendments). These records are essential for keeping accurate, up-to-date documentation on all academic achievements within CAIT Hi-Ed.

5.17.2. The conferral and graduation data will be included in CAIT Hi-Ed's annual reporting to relevant regulatory bodies, such as the Tertiary Education Quality and Standards Agency (TEQSA). This ensures CAIT Hi-Ed complies with national regulations and contributes to maintaining transparency in the higher education sector. The data provided will include comprehensive details about the number of students who graduated, the programs they completed, and any trends or changes in graduation rates. This information also supports the institution's accreditation and quality assurance processes.

5.17.3. Internal audits will be conducted regularly to assess adherence to the conferral procedure and ensure the institution is complying with all relevant standards and guidelines. These audits will help:

- Identify any areas for improvement or discrepancies in the conferral process.
- Ensure that the procedures are consistent with CAIT Hi-Ed's policies and regulatory requirements.
- Provide feedback on the effectiveness of the current process, allowing CAIT Hi-Ed to make any necessary adjustments.
- Regular audits help ensure the ongoing integrity of CAIT Hi-Ed's academic processes and contribute to the institution's commitment to continuous improvement

## **6. Roles and Responsibilities**

### **6.1 Academic Board**

- Approves student eligibility for awards conferral.
- Makes recommendations on honorary, posthumous, and revoke awards.

### **6.2 Registrar/Graduation Coordinator**

- Manages the logistics of graduation ceremonies.
- Oversees the conferral and graduation process, ensuring compliance with regulations.
- Issues academic transcripts, testamurs, and AHEGS.
- Communicates with students about graduation requirements, timelines, and documents.
- Verifies that students have met academic requirements for graduation.
- Recommends students for conferral.
- Handles non-standard completion cases and reviews completion decisions.
- Ensures accurate record-keeping of students' academic achievements and conferral.
- Manages the issuing and replacement of official graduation documents.
- Maintains accurate records for reporting and compliance purposes.

### **6.3 Student Services/Support Staff**

- Provides students with information on graduation processes and requirements.
- Supports students with special needs, name changes, or other special circumstances related to graduation.
- Assists with graduation application submissions.

#### 6.4 CEO or Executive Leadership Team

- Provides strategic oversight of the conferral and graduation procedures.
- Ensures the procedures align with CAIT Hi-Ed's values and regulatory compliance.
- Makes final decisions on exceptional cases like honorary or posthumous awards.

#### 6.5 IT and Systems Support Team

- Maintains and supports the student management system for accurate and secure record-keeping.
- Assists with the technical aspects of issuing graduation documentation.

#### 6.6 Students

- Ensure they meet all graduation requirements.
- Submit required forms and documentation for graduation.
- Notify CAIT Hi-Ed of any personal information changes prior to conferral.

### 7. Authority and Compliance

File Number	HEP016
Status	Current
Approval Authority	Academic Board.
Legislative Compliance	<ul style="list-style-type: none"> <li>• Higher Education Support Act (HESA)</li> <li>• TEQSA Act and Higher Education Standards Framework (HESF)</li> <li>• ESOS Act and National Code for Overseas Students</li> <li>• Australian Qualifications Framework (AQF)</li> <li>• Privacy Act 1988</li> <li>• Fair Work Act 2009</li> <li>• Education and Training Reform Act 2006 (Victoria)</li> </ul>
Supporting Documents	<ul style="list-style-type: none"> <li>• CAIT Hi-Ed Completion Notification Form</li> <li>• CAIT Hi-Ed Completion Review Request</li> <li>• CAIT Hi-Ed Graduation Application Form</li> <li>• CAIT Hi-Ed Personal Information Change Form.</li> <li>• CAIT Hi-Ed Testamur Replacement Application</li> <li>• CAIT Hi-Ed Testamur Template</li> <li>• CAIT Hi-Ed Academic Transcript Template</li> </ul>

	<ul style="list-style-type: none"> <li>CAIT Hi-Ed Honorary Award Nomination Form.</li> <li>CAIT Hi-Ed Honorary Qualification Template</li> <li>CAIT Hi-Ed Posthumous Award Request Form.</li> <li>CAIT Hi-Ed Conferral Approval Report.</li> <li>CAIT Hi-Ed Graduation Data Report.</li> <li>CAIT Hi-Ed Graduation Ceremony Participation Form.</li> <li>CAIT Hi-Ed Award Revocation Form.</li> <li>CAIT Hi-Ed Withdrawal from Graduation Form.</li> <li>CAIT Hi-Ed Australian Higher Education Graduation Statement (AHEGS).</li> </ul>
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>CAIT Hi-Ed Student Grievance and Appeals Policy and Procedures</li> <li>CAIT Hi-Ed Admission, Enrolment &amp; Orientation Policy and Procedure</li> <li>CAIT Hi-Ed Course Rules, Progression and Completion Policy and Procedure</li> <li>CAIT Hi-Ed Assessment and Moderation Policy and Procedure</li> <li>CAIT Hi-Ed Academic Quality, Standards and Integrity Policy and Procedure</li> <li>CAIT Hi-Ed Student Support and Services Policy and Procedure</li> </ul>
<b>Higher Education Standards Framework (Threshold Standards) 2021</b>	<ul style="list-style-type: none"> <li>Standard 2.2, ss 1 - 3</li> <li>Standard 3.1, ss 1 - 2</li> <li>Standard 3.2, ss 1 - 2</li> <li>Standard 3.3, ss 1 - 2</li> <li>Standard 3.4, ss 1 – 2</li> <li>Standard 3.5, ss 1 - 2</li> </ul>
<b>Education Services for Overseas Students (ESOS Act) and National Code of Practice for Providers of Education and Training to Overseas Students 2018</b>	<ul style="list-style-type: none"> <li>Standard 1; ss 7</li> <li>Standard 4; ss 1 - 2</li> <li>Standard 5; ss 1 – 2</li> <li>Standard 7; ss 1</li> <li>Standard 8; ss 1</li> <li>Standard 10; ss 1</li> <li>Standard 11; ss 1 - 2</li> </ul>
<b>Responsible Officer</b>	Academic Dean.
<b>Responsible Executive</b>	CEO.
<b>Enquiries Contact</b>	Academic Dean.
<b>Effective Date</b>	

Expiry Date	Not applicable
Next Review	3 Years from the effective date

## 8. Review Schedule

This policy will be reviewed by the Academic Board every three years.

Version History			
Version No	Approved by	Approval Date	Revision Notes
1.0	Academic Board	4/4/2025	