



## Graduation and Conferral of Awards Policy– Higher Education

### 1. Scope

This policy is applicable to Holmes Institute Pty Ltd (Holmes) and eligible students of Holmes and Holmes staff.

### 2. Purpose

- 2.1 This policy outlines the processes undertaken to ensure students meet all the requirements and are appropriately qualified prior to a nominated conferral date in order to receive a Holmes Award for their course of study and become a graduate of Holmes.
- 2.2 Holmes conducts a minimum of one Graduation Ceremony per year in each of Victoria, New South Wales and Queensland. Not all eligible Holmes' graduands attend a Graduation Ceremony, but all Holmes graduands, formally graduate from Holmes and become Graduates on the date upon which the qualification is formally conferred.

### 3. Definitions

- 3.1 **Certification Documentation** is the set of official documents that confirms that a qualification has been completed and awarded to an individual. These include; transcripts of academic record/ results, testamurs and completion letters.
- 3.2 **Completion Date** is the date when final results are released. Interchangeably known as the 'last day of study'.
- 3.3 **Completion Letter** is an official document stating the course undertaken by a student, which provides information such as the date of commencement, date of completion and, if applicable, the date the award was conferred. This is only issued to students who have completed their course of study, upon request.
- 3.4 **Conferral Date** is the date on which the Academic Board meets to endorse Board of Examiners recommendations, for conferring of all higher education awards.
- 3.5 **Graduand** is a student who has completed their course of study and been deemed eligible to graduate.
- 3.6 **Graduate** is a Graduand who has had their award conferred (bestowed) on them by Holmes.
- 3.7 **Graduation in Absentia** is when an award is conferred on a student and the graduand's name is recorded in the Graduation documents and noted as "in absentia" at a Graduation Ceremony that they do not attend.

- 3.8 **Qualification** is an award conferred onto a student following the successful completion of course requirements, for the purposes of this policy, qualification refers to higher education awards specifically, bachelor degrees, graduate certificates, graduate diplomas or masters' degree.
- 3.9 **Transcript of Academic Record/ Results** is a record of all learning undertaken by a student during their study leading towards an AQF qualification.
- 3.10 **Testamur** is an official certification document that confirms that a qualification has been awarded to an individual.

## 4. Policy Principles

### 4.1 Graduation Eligibility

- a. A student is eligible to graduate from the award in which they are enrolled if:
- i. All course requirements have been met;
  - ii. The student was legitimately admitted and enrolled into the course of study;
  - iii. No financial debt is owed to Holmes;
  - iii. There is no current suspension, exclusion or expulsion penalty on the student's record;
  - iv. The student is not currently under investigation for academic misconduct; and
  - v. The student has not already graduated with that award.

### 4.2 Completion of Course Requirements

- a. It is each student's responsibility to ensure they have completed all the requirements for their course of study before they are eligible to graduate. This may mean ensuring all exemptions or any Recognition of Prior Learning or Advanced Standing applications are processed for the course they are completing. If results are outstanding a student cannot graduate until these are completed.
- b. Any student with outstanding fees will not be eligible to graduate. A letter will be sent advising of the debt with a request to pay immediately. A student who does not complete payment will not be provided with any graduation documentation until the debt to Holmes is cleared.

### 4.3 Course Requirements

#### a. **Diploma of Business**

To graduate with a Diploma of Business a student must:

- i. Satisfactorily complete a course of study of a minimum of 8 units or 24 credit points; and
- ii. Ensure that the units completed include the core units and electives prescribed in the Course Handbook and published on the Holmes Institute website.

#### b. **Bachelor Degree**

To graduate with a bachelor degree a student must:

- i. Satisfactorily complete a course of study of a minimum of 24 units or 72 credit points; and

- ii. Ensure that the units completed include the core units and electives prescribed in the Course Handbook and published on the Holmes Institute website.

c. **Graduate Certificate**

To graduate with a Graduate Certificate the student must:

- i. Satisfactorily complete a course of study of a minimum of 4 units or 12 credit points; and
- ii. Ensure that the units completed include the core units and electives prescribed in the Course Handbook and published on the Holmes Institute website.

d. **Graduate Diploma**

To graduate with a Graduate Diploma the student must:

- i. Satisfactorily complete a course of study of a minimum of 8 units or 24 credit points; and
- ii. Ensure that the units completed include the core units and electives prescribed in the Course Handbook and published on the Holmes Institute website.

e. **Masters Degree**

To graduate with a master degree the student must:

- i. Satisfactorily complete an MBA or MPA of a minimum of 12 units or 36 credit points;
- ii. Satisfactorily complete a MIS or MBA (Professional) of a minimum of 16 units or 48 credit points; and
- iii. Ensure that the units completed include the core units and electives prescribed in the Course Handbook and published on the Holmes Institute website.

4.4 Confirmation of Completion

- a. Eligible students will receive a notification email from the Student Services congratulating them on the successful completion of their course.
- b. International students will also be reminded that final grade release date is the date that Holmes informs the Department of Home Affairs (DHA) that students have completed their studies, and that their student visa will be valid for 28 days from that date, regardless of their visa expiration date.
- c. Students can request a Completion Letter together with a copy of a Transcript detailing their Academic Record; listing their units and grades, and confirming that the student has completed all the requirements. In relevant courses, the specialisations will also be included.

## 5. Conferring the Award

- 5.1 The Academic Board confers the award and the Governing Council ensures the integrity of the conferral, award and issuance of qualifications.
- 5.2 The Testamur and Academic Transcript will be presented to the graduand at the Graduation Ceremony.
- 5.3 If graduating in absentia, the Testamur and Transcript will be made available to the student by their selected choice of either pick up direct from the Campus or by Registered Post.
- 5.4 Academic Dress

a. Academic dress for Holmes' awards are:

i. **Bachelor Degree:**

Black stuff gown of the Oxford bachelor pattern.

Black trencher with black tassel.

Deluxe Stole of the relevant award colour.

ii. **Masters Degree**

Black stuff gown of the Oxford masters pattern.

Black trencher with black tassel.

Deluxe Stole of the relevant award colour.

b. Relevant Degree Award Colours

I.	Diploma of Business	Heliotrope Purple
II.	Bachelor of Business	Union Jack Blue
III.	Bachelor of Professional Accounting	Union Jack Blue
IV.	Bachelor of Fashion Business	Union Jack Blue
V.	Bachelor of Information Systems	Union Jack Blue
VI.	Graduate Certificate in Business	Heliotrope Purple
VII.	Graduate Diploma in Business	Heliotrope Purple
VIII.	Master of Business Administration	Heliotrope Purple
IX.	Master of Business Administration (Professional)	Heliotrope Purple
X.	Master of Professional Accounting	Heliotrope Purple
XI.	Master of Information Systems	Heliotrope Purple
XII.	Dual Degree MBA/MPA	Heliotrope Purple with Gold Satin Lining

5.5 Use of Postnominals

- a. Postnominals are effective ways of communicating information about a graduate's qualifications or achievements. They enable the community to identify the roles, activities and characteristics associated with that postnominal; and
- b. Postnominals validate community expectations about the body of knowledge and expertise that an individual has gained. Postnominals use the abbreviation for the qualification type and field of study of the qualification. They are usually placed immediately following the graduate's title and name. Examples are provided below:

I.	Bachelor of Business	BBus
----	----------------------	------

II.	Bachelor of Professional Accounting	BPA
III.	Bachelor of Fashion Business	BFasBus
IV.	Bachelor of Information Systems	BInfoSys
V.	Graduate Certificate in Business	GradCertBus
VI.	Graduate Diploma in Business	GradDipBus
VII.	Master of Business Administration	MBA
VIII.	Master of Business Administration (Professional)	MBA(Prof)
IX.	Master of Professional Accounting	MPA
X.	Master of Information Systems	MInfoSys

## 6. Certification Documentation

- 6.1 Students will have access to an interim transcript at the end of each study period stating their grades for each unit of study for which they are enrolled, provided all relevant fees are paid.
- 6.2 A testamur and final transcript will be issued at the annual graduation or by request at an alternate time to all students who have successfully completed the requirements for the award in which they are enrolled.
- 6.3 The testamur and final transcript are provided free of charge, any additional requests for transcript reprints must be made in writing and a fee will be applied.

## 7. Graduation

- 7.1 Students who successfully complete all the requirements of their enrolled course will have the relevant award conferred by the Academic Board and will be provided with their final transcript and testamur at graduation.
- 7.2 At times, Holmes Institute may issue final transcripts and testamurs outside of this timeframe, where the circumstances warrant it. Where this occurs usual conferral processes are undertaken.
- 7.3 All graduands have the opportunity to attend the next scheduled Graduation Ceremony after their Completion Date.
- 7.4 Holmes Institute holds annual graduation ceremonies in a number of States.
- 7.5 Students exiting out of a nested award as well as all other graduands will be informed of and invited to attend the next graduation ceremony.
- 7.6 Students who are unable to or do not wish to attend the graduation ceremony, may contact Holmes Institute to collect their testamur in person or they can advise Holmes Institute of a mailing address and the testamur will be mailed by registered post.
- 7.7 Information on Graduation ceremonies is available through Holmes Institute Student Services.

## 8. Attendance at the Ceremony

- 8.1 The Student Services Unit will distribute an electronic Graduation Invitation advising of the date, time, cost of gown hire and venue for the Graduation Ceremony following the official Conferral of Results.
- 8.2 Other information will include an electronic Graduation Invitation Response Form to be completed to confirm attendance, pay for gown hire, confirm personal details are correct for future correspondence and inform the Student Services Unit staff of the number of guest tickets required (within the allowable limit) and size for fitting of academic regalia (Gown and Trencher).
- 8.3 It is important that the Graduation Invitation Response Form is completed and returned by the requested date as failure to return this form as requested may result in being ineligible to graduate.
- 8.4 If for any reason attendance at the Graduation Ceremony is no longer possible, students must contact Holmes to advise accordingly. Graduands can advise Holmes in writing via e-mail to [hello@holmes.edu.au](mailto:hello@holmes.edu.au) at least by the end of the month before the Graduation Ceremony to be eligible to receive a refund of gown hire fees.

## 9. Replacement Testamur

- 9.1 Where an original Testamur has been lost, damaged or destroyed or where the Graduate's name has changed, a replacement Testamur may be issued. This can be requested via e-mail to [hello@holmes.edu.au](mailto:hello@holmes.edu.au)
- 9.2 The Testamur will indicate it is a replacement by inclusion of the following:
  - a. "Replacement Testamur issued (dated)" and signed by the Chair of Academic Board and Executive Dean.
  - b. A fee will be charged to cover administrative costs to re-issue the Testamur.
  - c. The document can be collected at the relevant Holmes campus or, if requested on the Student Services will post by certified mail or by courier at an additional cost to the student.

## Version Control and Accountable officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

<b>Responsible Officer</b>	Chief Operating Officer
<b>Implementation Officers</b>	Registrar
<b>Review Date</b>	August 2023
<b>Approved by</b>	
	Academic Board
<b>Associated Documents</b>	
	Completion Within Expected Duration of Study Policy and Procedures Faculty of Higher Education Student Handbook 2020

Records Management Policy and Procedure			
Procedure Manual			
Standing Delegations of Authority Register			
Version	Brief Description of the changes	Date Approved	Effective Date
1.0	Policy separated out of Policy Manual as a separate instrument	27 August 2020	27 August 2020
1.1	<ul style="list-style-type: none"> <li>• Procedure separated from this document</li> <li>• MBA and MPA added in Section 4.2</li> <li>• Amendments to sections 3.4 &amp; 5.1</li> </ul>	25 May 2022	25 May 2022