

## CONFERRAL POLICY: CCSC; EDUCATION

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### 1. PURPOSE

To establish the authority and rules of conferral and rescission of academic awards for the Faculty of Education and the Faculty of Counselling, Chaplaincy, and Spiritual Care.

### 2. DEFINITIONS

The following definitions apply for the purpose of this policy:

<b>Key Term or Acronym</b>	<b>Definition</b>
AB	The Academic Board of Morling College
AHEGS	Australian Higher Education Graduation Statement – a document given to students with their academic transcripts and testamur on graduation. The AHEGS provides information on the course of study undertaken, details of the student’s academic achievements, information on Morling College as the higher education provider and details of the Australian higher education system.
CCSC	Faculty of Counselling, Chaplaincy, and Spiritual Care, including courses in Professional Supervision.
Conferral	The awarding of a degree or award.
Dean of CCSC	Dean of the Faculty of Counselling, Chaplaincy, and Spiritual Care.
Dean of Education	Dean of the Faculty of Education

DSS	Director of Student Services
Education	Faculty of Education
Leadership Team	Morling College Leadership Team, which comprises the Principal, the Chief Administrative Officer, the Chief Operating Officer, the Vice Principal (Academic), and the Vice-Principal (Students and Community) or future composition.
MC	Morling College
Principal	Principal of Morling College
Senior staff member	For the purposes of this policy a senior staff member is defined as the Principal, the Vice-Principal (Academic), the Director of Student Services, a dean of a faculty, or interim appointees to these positions.
Testamur	An official Morling College certification document that confirms a qualification has been awarded to an individual.
Transcript	The official Morling College record of all learning leading to an Australian Qualifications Framework (AQF) qualification or an accredited unit in which a student is enrolled.
VP(A)	Vice-Principal (Academic)

### 3. SCOPE

This policy applies to all students who have or will enrol in an award in the Faculty of Education or the Faculty of Counselling, Chaplaincy and Spiritual Care (CCSC).

### 4. POLICY STATEMENT

Morling College (MC) will confer awards, and provide evidence of study, in accordance with the Australian Qualification Framework and the Higher Education Standards Framework, under the authority of the MC Board and its delegations to the Academic Board (AB) and the Director of Student Services (DSS).

This policy is in accordance with the *Academic Board Terms of Reference* and its delegated responsibility for conferring the academic awards of MC.

### 5. PRINCIPLES

#### Eligibility for an award

- 5.1 Upon successfully completing all requirements of a course of study which leads to an award under the authority of the MC Board, the AB of MC will confer the qualification. A student may not choose to delay the conferral of their qualification to complete further units after completing the requirements of the award.
- 5.2 Tuition fees for all units of study must be paid as part of the requirements of a course of study. If there is an outstanding debt relating to the tuition fees of a student's course, the award will not be conferred as not all requirements of a course have been completed.

- 5.3 The annual list of graduates will be approved for conferral each year by the AB, in a timely manner, in order that the prizes and conferred awards are presented and awarded at the presentation ceremonies where appropriate.

#### Chair of Academic Board conferring awards on behalf of the Academic Board

- 5.4 In accordance with the *Academic Board Terms of Reference*, the Chair of the AB is authorised to confer any academic award in CCSC or Education, on behalf of the AB.
- 5.5 Requests to the Chair to confer academic awards may be made by the DSS, the Dean of CCSC and the Dean of Education or their representative only when deemed necessary.
- 5.6 Where the DSS, the Dean of CCSC or the Dean of Education, or their representative, request that the Chair of the AB confer an academic award, the reason for the conferral of the award will be stated.
- 5.7 Where the Chair of the AB confers awards, these are to be reported at the next meeting of the AB.

#### Exit qualifications

- 5.8 Students enrolled in a course but who wish to discontinue their studies and have completed the requirements of another qualifications (such as a nested award) may apply for early exit by requesting their units to be transferred to another course. For example, a Master of Counselling student who wishes to discontinue their studies may request an early exit by transferring units to the Graduate Certificate of Counselling. If the student has met all the requirement of the new course, they are eligible for an award, and the award will be conferred.
- 5.9 Students enrolled in a course who do not wish to discontinue their studies but wish to be conferred with another qualification (such as a nested award) are not permitted to apply for early exit while remaining enrolled in their primary course. Under exceptional circumstances (such as a student requiring conferral of a qualification for an urgent visa situation), the Vice-Principal (Academic) (VP(A)) or DSS may approve the transfer for the purpose of conferring a nested award.

#### Issuing Awards

- 5.10 All graduates who have completed an award are to receive the following certification documentation:
- a. A testamur
  - b. A transcript of their results
  - c. A graduation statement (AHEGS).
- 5.11 Certification documentation will be in a form that protects against fraudulent issue and enables verification of the authenticity of the document, using such means as a certifying seal (the embossed logo of MC), a corporate identifier or a unique watermark.

- 5.12 The testamur will contain sufficient information to identify correctly the:
- a. Issuing organisation
  - b. Graduate who is entitled to receive the AQF qualification
  - c. Awarded AQF qualification by its full title
  - d. Date of issue/award/conferral, and
  - e. Person(s) in the organisation authorised to issue the documentation.
- 5.13 A graduation statement (AHEGS) will contain:
- a. Sufficient information about the issuing organisation, the qualification, the graduate and the graduate's academic achievement and relevant other activities
  - b. A description of the Australian Qualifications Framework and any AQF logo authorised by the AQF Council, and
  - c. A description of the Australian education and training system.
- 5.14 MC Re-issued or additional certified documents for students are subject to the payment of fees to the MC office.

#### Morling College lists of graduates

- 5.15 MC maintains a list of graduates. It is not a publicly published document.

#### Rescission of an award for gross misconduct

- 5.16 An award may be rescinded where a case of gross academic misconduct is subsequently proven, e.g. a plagiarised thesis, and relevant documents surrendered for destruction.

#### Surrender of documents

- 5.17 There is no requirement for students to surrender graduation documents for destruction, if students wish to articulate to a higher award and seek to transfer credit from a conferred qualification to the higher award. An example of this is a Graduate Certificate of Counselling articulating to a Master of Counselling.
- 5.18 Graduates who wish to transfer to a different qualification other than articulating to a higher course will be required to surrender their graduation documents for destruction.
- 5.19 Graduation documents are to be surrendered for destruction if an award is later rescinded due to gross academic misconduct.

#### Fees for this service

- 5.20 There are to be no fees charged by MC for implementing this policy, other than re-issued or additional certified documentations for students. Each graduate will be issued one set of certified documentations free of charge upon conferral.

- 5.21 If students require MC to re-issue or provide additional certified documentations, the fees for this service are included in the *Request for Academic Transcript OR Replacement of Testamur Form* found on the MC webpage.

## 6. RELATED DOCUMENTS AND LEGISLATION

### Internal

- Academic Board Terms of Reference
- Delegations Policy
- Request for Academic Transcript or Replacement Testamur Form

### External

- Australian Qualification Framework (Second Edition, January 2013)
- Higher Education Standards Framework (2021)

## 7. REFERENCES

- Guidelines for the Presentation of the Australian Higher Education Graduation Statement (April, 2013)
- AQF Issuance Policy (2013)

## 8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
3.00	Academic Board	7 February 2024	7 February 2024	Revised 5.10 – 5.14 for clarity and to better reflect requirements and practice.
2.01	Policy Coordinator	Feb 2023	Feb 2023	Header table updated to latest version, including addition of keywords.5.21 updated the name of the request form.
2.00	Academic Board	9 November 2022	9 November 2022	Minor editing and re-ordering of paragraphs. Added 5.6.1 and 5.7.3 relating to rescinding awards due to gross academic misconduct.
1.00	Academic Board	2 March 2022	2 March 2022	New Policy

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