

Course Completion and Award Conferral Procedure

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, UTS College Cambridge International AS and A Levels program, and the UTS College Academic English program.

DEFINITIONS are set out at the end of this procedure.

PROCEDURE STEPS

Activity	Description	Responsible
Program Completion		
Conferral eligibility	1. Program completion requirements <ul style="list-style-type: none"> 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 Student Handbook for the year in which they commenced their course of study. <p><i>Students can find further information in the Course Completion and Award Conferral Policy</i></p>	Student
	2. List of Graduands and/or eligible students <ul style="list-style-type: none"> 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. 	Exams and Progression Coordinator

AWARD and CERTIFICATE DOCUMENTATION		
Academic Statements	<p>3. Transcripts, Testamurs and Certificates</p> <ul style="list-style-type: none"> Details on Academic Statements must meet the requirements set out in the Higher Education Standards Framework 2021 and the Australian Qualifications Framework (AQF). <p>4. Graduate's name on Academic Statements</p> <ul style="list-style-type: none"> Names will appear on Academic Statements as they appear in the Student Management System (SMS). <p>5. Conferral date</p> <ul style="list-style-type: none"> Academic programs conferral date is one week after the Monday of results release. Academic English programs conferral date is one week after the Friday of results release. <p>6. Digital documentation</p> <ul style="list-style-type: none"> Upon conferral, all graduands/eligible students will be issued digital academic statements via <i>My eQuals</i>: <ul style="list-style-type: none"> Testamur for award courses, or Notice of course completion, and Transcript of academic record. <p>7. Replacement documentation</p> <ul style="list-style-type: none"> Form to be completed and submitted to the UTS College Student Centre <i>My eQuals</i> copies (only) issued Fees apply, unless the following apply: <ul style="list-style-type: none"> UTS College error Lost, stolen, damaged: A statutory declaration must be submitted with any evidentiary documentation. Formal name change: Verified legal documentation must be submitted as evidence of the change of name. 	Exams and Progression Coordinator
	Conferral of Academic Statements	
	<p>8. Conferral</p> <ul style="list-style-type: none"> Eligible students/graduands list is conferred by the Dean of Studies as the delegated authority of the Chair of Academic Board. Eligible students/graduands list is to be 	Chair of Academic Board

	<p>included in the papers of the next Academic Board and UTS College Limited Board meetings.</p> <ul style="list-style-type: none"> The conferral date will be the date the Dean of Studies approves the conferral, per point 5, above. 	Dean of Studies
Revocation or Rescission		
	<p>9. Cancellation of academic statements</p> <ul style="list-style-type: none"> 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 UTS College Limited Board: <ul style="list-style-type: none"> 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. 	<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	<p>A grade is awarded to an assessment item to recognise the level of academic achievement the student has demonstrated. With the exception of the UTS College Cambridge International AS and A Levels program, Grades include High Distinction, Distinction, Credit, Pass or Fail.</p> <p>For the UTS College Cambridge International AS and A Levels program,</p> <ul style="list-style-type: none"> The Cambridge International A Level is reported on a grade scale from A* (highest) to E (minimum required performance). There is no A* grade for Cambridge International AS Levels,

	<p>Academic English subjects and diploma subjects, which are reported from grade A to E.</p> <p>If a student's performance in the subject does not reach the minimum standard, the student simply does not receive a grade, and the exam result of the subject will appear as 'ungraded (U).'</p>
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 eQuals	My eQuals 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 UTS College 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	UTS College Limited and its controlled entities.

SUPPORTING DOCUMENTS:

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

ADMIN USE ONLY

APPROVAL	
Position title:	Dean of Studies Date: 6 May 2024
Procedure Title	Course Completion and Award Conferral Procedure
Executive	Dean of Studies
Manager	Student Support Manager
Procedure ID	PROC/EDUC/10/24
Effective Date	6 May 2024

VERSION HISTORY

No.	Author	Description of change/purpose	Date
1.0	David Montgomery	New procedure	8/08/2023
2.0	Justin Chu	Procedure to update: <ul style="list-style-type: none"> - replace the Insearch Limited by UTS College. - include the Cambridge program. - Include grades used in the Cambridge program. 	28/03/2024