POLICY STATEMENT

Intent:
The nominated authority for conferring CHC awards is Christian Heritage College (CHC) Council. The completion of courses by students at CHC is a milestone which is celebrated by the entire CHC community. In order to maintain and protect the integrity of the awards conferred by CHC this policy covers the eligibility to graduate, the process for the conferral of awards, policy regarding the Award Testamur and academic dress.

Scope:
This policy applies to all CHC students, undergraduate and postgraduate, academic staff and registry staff.

Restrictions: Nil
Exclusions: Nil

Objectives:
1. To ensure the integrity of all awards granted by the CHC Council.
2. To provide staff and students with clear policy and procedures regarding the eligibility for and conferral of awards by the CHC Council.

Policy Provisions:

1. General
   1.1 The CHC Council is the nominated authority for the conferral of awards.
   1.2 CHC has a biannual process for the conferral of awards. The mid-year conferral process normally commences in July, while the end-of-year conferral process commences in December of each year and is associated with the annual CHC Graduation Ceremony.
   1.3 Graduates who are conferred in the mid-year conferral process are invited to attend the CHC Graduation Ceremony.
   1.4 CHC will prompt students to their pending eligibility to graduate.
   1.5 Students must complete the “Application to Graduate” form and submit this to the Registrar for processing. The Registrar will consider for graduation only those students who submit an application form by the nominated due date for the relevant conferral process. It is the responsibility of students to complete this application.
2. **Eligibility to Graduate**

2.1 Student must be enrolled in a course of study at CHC which leads to an award in order to be eligible to graduate.

2.2 Students are eligible to graduate from an award course upon the completion of all course requirements.

2.3 The Course Coordinator determines whether a student has completed all course requirements and makes a recommendation to the Dean.

2.3 The Dean will notify the Registrar, or delegate, of the eligibility of students for graduation.

2.4 Course requirements may include completion of a required number of credit points and successful completion of particular units identified in the course structure.

2.5 Course requirements may also include non-academic requirements as determined by the School Boards of Studies and declared in the course documentation.

2.6 In specific cases, the Academic Board, acting on advice from the Dean, may waive some course requirements for individual students under exceptional circumstances related only to course variations beyond the control of a student.

3. **Procedure for Conferring Awards**

3.1 The Registry prepares a Graduation Report for the consideration of the Academic Board.

3.2 The coordinator of the event communicates with potential graduands about the ceremony.

3.3 Course requirements and all outstanding financial matters must be finalised by the advertised date for the graduand to be guaranteed a place at the relevant ceremony.

3.4 After the Academic Board has determined the students’ eligibility to graduate, the names of eligible graduands are consolidated by the Registry and are forwarded to the CHC Council for the conferral of the awards or ratification of the list of students on the behalf of CHC.

4. **Conferring of Posthumous Awards**

4.1 CHC may award a coursework award posthumously if the student, at the time of death, was enrolled in units which, if successfully completed, would have completed the award.

4.2 In the event that a student was at an earlier stage of the course, CHC may award a certificate of achievement.

4.3 The approval of the Academic Board is required in either case.

5. **Award Testamur**

5.1 Students who have an award conferred on them by CHC will be provided with an award testamur.

5.2 CHC Testamurs bear the CHC seal and the signatures of the Chair of the Council, the Principal and the Registrar. CHC Testamurs bear the date of the conferral of the award. Where the CHC award leads to an AQF qualification, CHC must identify the award as an award recognised by the AQF on the Testamur by:

5.2.1 the words: “The award is recognised within the Australian Qualifications Framework”, or

5.2.2 the AQF logo authorised by the AQF Council.

5.3 A CHC Testamur is only replaced when a graduate supplies a Statutory Declaration
stating the reason for the replacement and that the original is no longer in their possession.

5.4 Replacement Testamurs bear the date of the original conferral with the wording “was conferred on ...”

5.5 Award testamurs will be presented to students at the Graduation Ceremony or sent via Australia Post to the recorded mailing address of the graduate after the Graduation Ceremony.

6. **CHC Academic Dress**

   6.1 The gowns and hoods worn at CHC graduation ceremonies stem from a distinctive style of academic dress which emerged in the first universities in Europe in the twelfth century. The style was influenced by the fact that masters and scholars at that time were usually members of the clergy.

   6.2 Colours have long been significant in denoting different academic disciplines and, more recently, levels of scholastic achievement. Standard gowns of different shape, length and sleeve design indicate the degrees of bachelor, master and doctor.

7. **Description of Academic Dress**

   7.1 Master Degree
   Gown: Black, Cambridge pattern.
   Hood: Black, fully lined with silk of appropriate school colour and together with a 3cm ivory edging
   Headwear: Mortar Board.

   7.2 Graduate Diploma
   Gown: Black, Cambridge pattern.
   Stole: Black with a double band of silk in the appropriate school colour.
   Headwear: Mortar Board.

   7.3 Graduate Certificate
   Gown: Black, Cambridge pattern.
   Stole: Black with a single band of silk in the appropriate school colour.
   Headwear: Mortar Board.

   7.4 Bachelor Degree / Honours Degree
   Gown: Black, Cambridge pattern.
   Hood: Black with silk in the appropriate school colour together with a silver grey edging
   Headwear: Mortar Board.

   7.5 Associate Degree
   Gown: Black, Cambridge pattern.
   Sash: Silk in the appropriate school colour
   Headwear: Mortar Board.

   7.6 Diploma
   Gown: Black, Cambridge pattern.
   Sash: Silk in the appropriate school colour
   Headwear: Mortar Board.

8. **School Colours**

   8.1 School of Business – Orange
8.2 School of Education & Humanities – Cornflower (Education); Jade (Humanities)
8.3 School of Ministries – Gold
8.4 School of Social Sciences – Purple

Supporting Procedures and Guidelines

1. Student Procedure

1.1 Students must complete and submit an Application to Graduate form by the advertised closing date.

1.2 Submit the form either:
1.2.1 in person to CHC Reception
322 Wecker Road
Carindale Qld 4152
OR
1.2.2 mail to the Registrar:
PO Box 2246
Mansfield BC Qld 4122

1.3 Students will be notified of their eligibility to graduate and if required any further documentation which they must submit.

1.4 If eligible graduands will receive an invitation from the Event Coordinator.

2. Staff Procedure

2.1 At the appropriate time, and as determined by staff workloads, potentially eligible students will be prompted about the upcoming Graduation Ceremony. These prompts may include a notice on the Unit Selection Form, electronic media, email, or the CHC website.

2.2 All applications to graduate are forwarded to the Registrar’s Office where they are dated and logged in the Graduation Applications Database. The relevant staff are notified of the lodgement of the application.

2.3 The coordinator of the event attends to all event particulars relating to the ceremony including attendance at ceremony and the hiring of academic dress. Communication with eligible applicants regarding the ceremony is maintained by the Event Coordinator.

2.4 The Registrar’s Office prints the academic record for the verification of the completion of course requirements. Any anomalies are noted and then forwarded to the relevant school for a recommendation regarding the completion of course requirements.

2.5 The School undertakes individual processes to complete the verification process the Dean of the school notes the finalisation of the process in the Graduation Applications Database.

2.6 The Registrar’s office provides the Business Office and Head Librarian with a list of eligible graduands. Verification that all financial matters are settled is provided to the Registrar’s office via the Graduation Applications Database. If students have outstanding resources or fines or have any outstanding fees, the Business office seeks to resolve these. If these matters are not resolved by a pre-determined date, the student is deemed ineligible to graduate.

2.7 The Registrar prepares a list of eligible graduands for the consideration of the Academic Board.
2.8 The allocation of Testamur numbers is undertaken by the Registrar’s office and these are noted in the Graduation Applications Database.

2.9 Upon the recommendation of the Academic Board the list of graduands including the awards for conferral and the testamur numbers is forwarded to the CHC Council for conferral.

2.10 A final list of graduates is forwarded to the coordinator of the event for final invitations.

2.11 Testamurs are printed, checked for accuracy and then sealed with the CHC seal.

2.12 Testamurs are signed by the Chair of the CHC Council, the Principal and the Registrar.

2.13 Student Administration generates the Transcripts for all graduates.

### POLICY FURTHER INFORMATION


### ACCOUNTABILITIES

| Implementation: | Registrar’s Office; Schools |
| Compliance: | Registrar |
| Monitoring and Evaluation: | Registrar’s Office |
| Development/Review: | Registrar’s Office |
| Approval Authority: | Academic Board |
| Interpretation & Advice: | Registrar’s Office |

### WHO SHOULD KNOW THIS POLICY?

Students, Academic Staff, Academic Administration Staff

### EFFECTIVENESS OF THIS POLICY

| Performance Indicators: | Ratio of graduates to number of applicants |
| | Number of appeals |

### Other

**Definitions and Acronyms:**  
CHC - Christian Heritage College
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