



Conferring Academic Qualifications Policy

1. PURPOSE

- 1.1. This document aims to define North Metropolitan TAFE's (the college) policy towards the conferral of academic qualifications to students from the higher education courses of study.

2. APPLICATION

- 2.1. This policy applies to all full-time and part-time students undertaking higher education courses of study.

3. EXCEPTIONS

None

4. DEFINITIONS

5. POLICY STATEMENT

- 5.1. A certificate is issued to each person who is eligible to graduate and who has applied to have a certificate conferred.
- 5.2. A person will only be awarded a certificate if the person has met the requirements set out in 5.4.
- 5.3. Details of each graduate and the certificate conferred upon each graduate are entered in the registrar of graduates, which is maintained by the college as the formal record of those holding a higher education qualification of the college.
- 5.4. To qualify for an award of a higher education qualification of the college, a student must:
- Fulfill the relevant course requirements specified in the rules that apply to that qualification.
 - Have an academic progress status of 'Good Standing' as outlined in Student Progress Policy
 - Comply with all statutes, by-laws, regulations, rules and policies of the college that apply to that student.

6. PRINCIPLES

- 6.1. Provide a framework for the recognition of students who complete the college's higher education course of study.

7. RELATED DOCUMENTS

- 7.1. *Conferring Academic Qualifications Procedure*

8. OWNERSHIP and CONTACTS

Policy Owner	General Manager Training Services 1
Contact	Manager of Higher Education
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Approval Authority	Academic Board
Review Date	Maximum 3 years following approval

9. REVISION HISTORY

Version No.	Approved/ Amended/ Rescinded	Date	Approval Authority	
4.0	Approved	19 Aug 2016	HE Standing Committee	Removed reference to Diploma