



Conferring Academic Qualifications Procedure

1. POLICY AGREEMENT SUPPORTED

Conferring Academic Qualifications Policy

2. PROCEDURAL DETAILS

2.1 Student Responsibilities:

- 2.1.1 Ensure that they have complied with the specific qualification requirements to be eligible for the receipt of the academic award.
- 2.1.2 Submit a true and correct application for the award.
- 2.1.3 Engage in no academic misconduct.

2.2 Staff Responsibilities:

- 2.2.1 Confirm that each graduating student has met the completion requirements of the course.
- 2.2.2 Provide confirmation to student of the success of their application
- 2.2.3 Recommend conferral of awards to the Governing Council via the Higher Education Standing Committee

2.3 Application for Academic Qualifications:

- 2.3.1 Each student must have completed the necessary number of credit points relevant to the qualification they have enrolled in.
- 2.3.2 If the student has been granted supplementary or deferred examination pending results or have outstanding components of their course, they will not be eligible for graduation.
- 2.3.3 The college retains discretionary power to delay a student's graduation, to be used exclusively in exceptional circumstances.

Version No.	Approved/ Rescinded	Date	Approval Authority	
4.0	Approved	19 Aug 2016	HE Standing Committee	