POLICY TITLE: Course Completion & Graduation

Purpose

To ensure all students achieving course completion and applying to graduate have met all course requirements. Graduation is where students are awarded their testamur from Photography Studies College (Melbourne).

Policy

Photography Studies College (Melbourne) will ensure that all students who have fulfilled the conditions for course completion and applied to graduate will be admitted to the Advanced Diploma of Photography or Bachelor of Photography degree depending on the course of study undertaken and completed.

Photography Studies College (Melbourne) will hold a Graduation Ceremony each year at which the testamur will be conferred upon qualifying students either in person or in absentia.

Procedures

A range of procedures govern the process by which students complete their course and gain eligibility to graduate.

Statement of Attainment

Photography Studies College (Melbourne) will issue a Statement of Attainment when the successful completion of one or more units by a student are achieved. This does not meet the requirements for qualification for the Advanced Diploma of Photography.

A Statement of Attainment will list the unit/s of competence achieved.

Academic Transcript

Photography Studies College (Melbourne) will ensure that after the finalisation of the results (and approval by Academic Board in the case of the Bachelor of Photography), those students who are deemed eligible to graduate receive an academic transcript that reflects they have completed their course. This transcript is the official record of the student’s studies at Photography Studies College (Melbourne). It documents the name of the course, the subjects undertaken and dates, the results for those subjects, and any exemptions granted. This transcript will also include the completion date for the course, which will be different from the Graduation date on the Testamur.

Applying to Graduate

Students who have received such an Academic transcript are eligible to apply to graduate using the PSC Application to Graduate Form.

Once the Administration & Assessment Officer is in receipt of that form, a summary list of the eligible students will be prepared.
Graduation Ceremony
Photography Studies College (Melbourne) will hold an annual conferring ceremony at which all eligible students will graduate. For the Advanced Diploma of Photography, the Managing Director or her delegate will preside over the ceremony. The Chair of the Academic Board and the Academic Director will preside over the Bachelor of Photography Degree ceremony, and admit the graduands to the bachelor degree. Students may graduate in person or in absentia.

Testamur
At the conferring ceremony students will receive a sequentially numbered Photography Studies College (Melbourne) Testamur. The Testamur will comply with the requirements of the AQF Qualifications Issuance Policy and contain the following:

- Photography Studies College (Melbourne) name and logo
- Signatures of the Academic Director and the Chair, Academic Board on the Bachelor of Photography Degree testamur.
- Signature of the Managing Director on the Advanced Diploma of Photography award testamur.
- Code and Title of the award
- Date of conferral
- Graduands name
- Nationally Recognised of Training (NRT) logo
- Name of Registering Body

The date on the Testamur is the date that the award is officially conferred by Photography Studies College (Melbourne). This will be the date on which the Graduation Ceremony is held.

Students who graduate in absentia may collect their Testamur from Photography Studies College (Melbourne) after the Graduation Ceremony has been conducted. For interstate and overseas students, who have already returned to their home country, the Testamur can also be sent by mail, upon written request.

Name on Testamur
Photography Studies College (Melbourne) cannot issue a Testamur in a name that is different to the name on the Photography Studies College (Melbourne) Student Record.

Definitions

In absentia
Literally means ‘in absence’ or ‘not present’

Related Documentation

Policies
Assessment
Academic Integrity
Academic Appeals
AQF Qualifications Issuance Policy (www.aqf.edu.au)
Procedures, Forms & Documents

Graduation Info Letter
Application to Graduate Form
Testamur
Academic Transcript

Publishing Details

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