

CONFERRAL POLICY: EDUCATION; COUNSELLING, CHAPLAINCY AND SPIRITUAL CARE

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1. PURPOSE

To establish the authority and rules of conferral of academic awards for the Faculty of Education and Counselling, Chaplaincy, and Spiritual Care.

2. DEFINITIONS

Key Term or Acronym	Definition
AHEGS	<i>Australian Higher Education Graduation Statement</i> – a document given to students with their academic transcripts and testamur on graduation. The AHEGS provides information on the course of study undertaken, details of the student’s academic achievements, information on Morling College as the higher education provider and details of the Australian higher education system
CAO	Chief Academic Officer
CCLO	Chief Community Life Officer
CCSC	Faculty of Counselling, Chaplaincy, and Spiritual Care
CCSC	Counselling, Chaplaincy, and Spiritual Care Faculty
Conferral	The awarding of a degree or award.

Dean of CCSC	Dean of the Counselling, Chaplaincy, and Spiritual Care Faculty
Dean of EDU	Dean of the Education Faculty
DSS	Director of Student Services
EDU	Faculty of Education
EDU	Education
Leadership Team	Morling College Leadership Team, which comprises the Principal, the Chief Academic Officer, the Chief Administrative Officer, the Chief Community Life Officer and the Chief Operating Officer, or future composition.
Principal	Principal of Morling College
Senior staff member	For the purposes of this policy a senior staff member is defined as the Principal, the Chief Academic Officer, the Director of Student Services, a Dean of a faculty, or interim appointees to these positions.
Surrender of Documentation	When a student is required to present or send specified physical documents for destruction
Testamur	An official Morling College certification document that confirms a qualification has been awarded to an individual.
Transcript	The official Morling College record of all learning leading to an Australian Qualifications Framework (AQF) qualification or an accredited unit in which a student is enrolled.

3. SCOPE

This policy applies to all students who are currently enrolled in an award in the Faculty of Education (EDU) or the Faculty of Counselling, Chaplaincy and Spiritual Care (CCSC), and to all applicants with prior study with these faculties.

4. POLICY STATEMENT

Morling College will confer awards, and provide evidence of study, in accordance with the Australian Qualification Framework and the Higher Education Standards Framework, under the authority of the MC Board of Directors and its delegations to the Academic Board and the Director of Student Services.

This policy is in accordance with the Academic Board Terms of Reference and its delegated responsibility for conferring the academic awards of Morling College.

5. PRINCIPLES

5.1 Eligibility for an award

- 5.1.1 Upon successfully completing all requirements of a course of study which leads to an award, under the authority of the MC Board, the Academic Board of Morling College will confer the qualification. A student may not choose to delay the conferral of their qualification to complete further units after completing the requirements of the award.
- 5.1.2 Tuition fees for all units of study must be paid as part of the requirements of a course of study. If there is an outstanding debt relating to the tuition fees of a student's course, the award will not be conferred as not all requirements of a course have been completed.

5.2 Chair of Academic Board conferring awards on behalf of the Academic Board

- 5.2.1 In accordance with the Academic Board Terms of Reference, the Chair of the Academic Board is authorised to confer any academic award in EDU or CSCC, on behalf of the Academic Board.
- 5.2.2 In order to minimize the number of awards conferred by the Chair of the Academic Board, requests to confer academic awards may be made by the DSS, the Dean of EDU and the Dean of CCSC or their representative only when deemed necessary.
- 5.2.3 Where the DSS, the Dean of EDU or CCSC or their representative request that the Chair of the Academic Board confer an academic award, the reason for the conferral of the award will be stated.
- 5.2.4 Where the Chair of the Academic Board confers awards, these are to be reported for noting at the next meeting of the Academic Board.

5.3 Exit Qualifications

- 5.3.1 Students enrolled in a course who wish to discontinue their studies and who have completed the requirements of another qualifications (such as a nested award) may apply for early exit by requesting their units to be transferred to another course. For example, a Master of Counselling student who wishes to discontinue their studies may request for an early exit by transferring units to the Graduate Certificate of Counselling. If the student has met the course requirement of the new course, section 5.1 applies, and the award will be conferred.
- 5.3.2 Students enrolled in a course who do not wish to discontinue their studies but wish to be conferred with another qualification (such as a nested award) are not permitted to apply for early exit while remaining enrolled in their primary course. Under exceptional circumstances (such as a student requiring conferral of a qualification for urgent visa situations), the CAO or DSS may approve the transfer for the purpose of conferring a nested award.

5.4 The use of the Morling certifying seal/embossing tool

- 5.4.1 The certifying seal is to be embossed logo of Morling College and is not limited to graduates. It is to be used when certifying student records or other relevant documents.
- 5.4.2 The certifying seal is to be embossed onto seals which are placed on each testamur. The testamur wording references the appearances of the seal of Morling College. A testamur without the embossed seal is not certified or valid.
- 5.4.3 A certified transcript is one with an original signature from a senior staff member of Morling College, and the certifying seal embossed over the signature.
- 5.4.4 If issued, an AHEGS should be certified in the same manner described for the transcript.
- 5.4.5 The certifying seal can be used for other purposes deemed necessary for certification if approved by a senior staff member at Morling College.
- 5.4.6 Re-issued or additional certified documents for students are subject to the payment of fees to the Morling College office, determined annually by the Principal and Leadership Team and published in the Handbooks.

5.5 Morling College lists of graduates

- 5.5.1 Morling College maintains a list of graduates. It is not a published document.
- 5.5.2 The annual list of graduates will be approved for conferral each year by the Academic Board, in order that the prizes and conferred awards are presented and awarded at the presentation ceremonies where appropriate.

5.6 Surrender of documentations

- 5.6.1 There is no requirement for students to surrender graduation documents for destruction in cases where students wish to transfer to articulate to a higher award and seek to transfer credit from a conferred qualification into the higher award. An example of this is a Graduate Certificate of Counselling articulating to a Master of Counselling.
- 5.6.2 Graduates who wish to transfer to a different qualification other than articulating to a higher course will be required to surrender their graduation documents for destruction.

Fees for this service

- 5.8.10 There are to be no fees charged by Morling College for implementing this policy, other than re-issued or additional certified documentations for students. Each graduate will be issued one set of certified documentations free of charge upon conferral.
- 5.8.11 If students require Morling College to re-issue or provide additional certified

documentations, the fees for this service will be outlined on the Handbook.

6. LEGISLATION

Australian Qualification Framework (Second Edition, January 2013)

Australian Higher Education Standards Framework (2021).

7. REFERENCES

Guidelines for the Presentation of the Australian Higher Education Graduation Statement (April, 2013).

8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
V1.00	Academic Board	2 March 2022	2 March 2022	New Policy
D0.03		21 Feb 2022		Feedback from David Starling, CAO
D0.02		16 Feb 2022		Amended by Kerry Todd-Smith, Policy Coordinator
D0.01		11 October 2021		Prepared by Andre Kurniawan, DSS

Always **download** this policy anew from the Policies folder on the Morling share drive, as it may have changed