



Graduation Policy

1. Purpose

- 1.1 This policy outlines the requirements for conducting graduation ceremonies for students who have successfully completed their qualification at Western Sydney University International College (WSUIC).

2. Scope

- 2.1 This policy applies to all WSUIC students who have successfully completed their qualification at WSUIC and qualify to receive an award.

3. Definitions

“Award”

The qualification given to a student after they have completed all the requirements of their course.

“Graduand”

A student who has completed their award and been deemed eligible to graduate.

“Graduate”

A graduand who has had their award conferred on them by WSUIC.

“Graduation”

Graduation is the ceremony during which a student's award is presented to them.

3. Policy Statement

- 3.1 A student is eligible to graduate from the award in which they are enrolled if:

- 3.1.1 all program requirements have been met, which may include a specified number of credit points, completion of specific core and elective units and requirements of a specialisation;
- 3.1.2 no financial debt is owed to WSUIC; and
- 3.1.3 there is no current exclusion penalty on their record; and
- 3.1.4 they have not already graduated from that award.

- 3.2 WSUIC will conduct graduation at the end of each term.

All eligible students will be invited to the graduation ceremony once they have completed all requirements



- 3.3 All eligible WSUIC students must apply to attend the graduation ceremony. WSUIC's Student Services Team will organise and manage the graduation ceremony.
- 3.4 Students who wish to attend a graduation may do so without any charge, except for the academic regalia hire fee (if applicable).
- 3.5 Each graduand is allowed to invite a maximum of two guests. Additional fees will apply if the graduand wishes to bring more than two guests to the graduation ceremony.
- 3.6 Students eligible to graduate may choose to graduate in absentia.

4. Procedure

- 4.1 Awards will be conferred upon recipients by the College Director and Principal after ratification by Board of Directors.
- 4.2 Once results for a given study period are released and graduands identified, a Highest Achiever Report will be produced to assess eligibility for awards. Once the determination for award recipients is finalised, the Academic Director will approve the award recipients.
- 4.3 Records of all qualification testamurs and Statements of Attainment issued under this procedure shall be maintained for a period of at least 30 years as per the Higher Education Standards Framework (Threshold Standards) 2021 and the TEQSA Act 2011 requirements.
- 4.4 Awards and testamurs are stored at WSUIC for collection by the student for up to one year following graduation. Students may request for documents to be posted to their last known address in Australia. The postage fee will be paid by the student. WSUIC does not take any responsibility for undelivered documents, or documents returned due to incorrect address details.

4.5 Graduation Preparation Procedure

- 4.5.1 The WSUIC Student Services Team in consultation with the Academic Team and Executive Team prepare the format of the graduation ceremony.
- 4.5.2 The Manager of Quality and Student Administration (or equivalent position) will manage the overall process of graduation ceremony.
- 4.5.3 The WSUIC Student Services Team prepares list/s of graduands, arranged according to cohort and then alphabetically by surname.
- 4.5.4 The WSUIC Student Services Team sends an email graduation invitation to students on the graduands' list. The invitation will ask students to register their participation in the graduation ceremony. The WSUIC Student Services Team will invite internal staff or any external people as deemed appropriate.

The WSUIC Student Services Team consolidates list of graduands and WSUIC staff who have confirmed their attendance.



5. Quality and Compliance

- 5.1 This policy and procedure is reviewed periodically as required (at a minimum every two years) for regulatory compliance, operational currency, the identification of continuous improvement opportunities and risk identification and mitigation. This review is reflected in the Western Sydney University International College's Quality and Compliance and Risk Management Frameworks.

6. Related Forms and Documents

- Graduation Ceremony Registration Form (online)
- Graduation checklist template

7. Related Policies, Procedures and Guidelines

- Assessment and Moderation Policy
- Enrolment Policy
- WSUIC Advance Standing and Awarding of Course Credit Policy



Amendment History

Approval Authority:	Western Sydney University International College Academic Board	
Approval Date:	7 November 2016	
Date for Next Review:	7 June 2025	
Revision Date	Version	Summary of Changes
7/11/2016	1.0	New Policy Developed and Implemented
15/11/2019	1.1	Added Definitions and some minor cosmetic changes.
09/11/2021	1.1	Policy name updated from WSUIC Recognition of Prior Learning Policy to WSUIC Advance Standing and Awarding of Course Credit Policy in section 7
22/02/2023	1.1	Inclusion of HESF (Threshold Standards) 2021 and TEQSA Act 2011 as the regulatory requirements in section 4 Updates to Graduation Preparation Procedure in Clause 4.5 Re-write of the policy to suit WSUIC needs; removal of regalia requirement
07/06/2023	2	Re-write of the policy regarding ceremonies, regalia and processes.