

STUDENT GRADUATION POLICY

Policy owner	Education Committee
Policy category	Academic
Policy status	Approved
Approval body	Academic Board
Last amended	14 th May 2024

PURPOSE

The purpose of this policy is to ensure that MIECAT students are appropriately recognised and awarded in the conferral of their degree with the certified documentation to which they are entitled: a Testamur and a formal Academic Transcript.

SCOPE

This policy covers matters relating to student graduation at MIECAT.

POLICY AND PROCEDURES

1. Principles

1.1 MIECAT is committed to training practitioners working in a variety of contexts including health, community development, education, research, and arts therapy, to understand and represent multi-arts and experiential ways of being in their professional and personal lives. A major determinant in realising this vision is the successful completion and graduation of MIECAT students from the Masters in Therapeutic Arts Practice and Professional Doctorate in Therapeutic Arts Practice. It is essential that

students are appropriately recognised and awarded through the conferral of their degrees on successful completion of all of the course requirements with awards that are recognised within the Australian Qualifications Framework (AQF).

1.2 MIECAT's Testamur and Academic Transcript must comply with the AQF Qualifications Issuance Policy (2013) and this policy should be read in conjunction with it. Specifically:

- a. graduates must receive the certification documentation to which they are entitled
- b. AQF qualifications must be correctly identified in certification documentation
- c. AQF qualifications must be protected against fraudulent issuance

1.3 MIECAT uses transcript and testamur papers containing security features to protect both students and MIECAT from document falsification and fraud. Secure A4 Testamurs and Transcripts are printed using a range of security features including Secure Parchment and Watermark paper; Datasafe laser toner adhesion varnish; Colour Foil seal & embossing and numbering

2. Eligibility to graduate

Students are eligible to graduate from the award in which they are enrolled if:

- they have met all the course requirements as prescribed in the award's regulations;
- no financial debt is owed the college;
- there is no current exclusion on their record;
- they have not already graduated from that award.

The Education Committee will confirm the eligibility of each student intending to graduate and will ensure that they have met all curriculum requirements. MIECAT Council and the Academic Board receives and approves the list of graduands as recommended by the Education Committee. The Executive Management Committee will also confirm that all outstanding fees have been paid. The authority to approve the conferring of an award is delegated by the MIECAT Council to the Director.

3. Conferring of awards

3.1 A student is considered to have graduated when an award (degree) has been conferred by MIECAT by attending a graduation ceremony or '*in absentia*'. Testamurs will not be issued until the award has been conferred.

3.2 Students who have completed their course and qualified for an award will have a MIECAT graduation information letter and 'Conferring of an Award' application form forwarded. It is essential that students maintain a current address with MIECAT. Failure to return the 'Conferring of an Award' application form by the specified due date will result in the award being conferred '*in absentia*'. Students who have qualified for an award are required to complete the 'Conferring of an Award' application form in order to advise whether they:

- a. wish to attend a graduation ceremony and receive their testamur and transcript;
- b. wish the award to be conferred '*in absentia*';
- c. wish to defer the conferring of the award to a graduation ceremony at a future date;
- d. and advise the name they wish to have on their graduation documents.

3.3 An award may only be conferred ONCE.

3.4 Students who graduate '*in absentia*' will not be eligible to attend a graduation ceremony at a later date.

4. Revocation of award

MIECAT reserves the right to revoke any conferred award if it is proven through student disciplinary or other action that the student is guilty of cheating, plagiarism, or other fraudulent activity and obtained the degree under false pretences. (See MIECAT Student Progression, Candidature, Deferral, Exclusion policy, MIECAT Student Academic Misconduct policy).

5. Issuance of Qualifications

MIECAT will issue AQF qualifications in accordance with the AQF Qualifications Issuance Policy (2013). This requires that all graduates that have completed a

course of study in which they have been enrolled are entitled to receive the following certification documentation upon conferral of the qualification:

- a. Testamur; and
- b. Transcript.

6. Academic awards, post-nominals, and a professional title

Graduands can add post-nominals, and their professional title (for the Doctorate), once they have graduated (attended a ceremony or in absentia) and have been awarded their graduation certification.

6.1 Masters Course

- a. Graduands who successfully complete the Workplace Practice Stream are awarded the degree of **Masters of Therapeutic Arts Practice with a Specialisation in Creative Arts Therapy**. Post-nominals for this degree are MTAP(CAT) (MIECAT)
- b. Graduands who successfully complete the Studio Practice Stream are awarded the degree of **Masters of Therapeutic Arts Practice with a Specialisation in Arts-Based Research**. Post-nominals for this degree are MTAP(ABR) (MIECAT)

6.2 Professional Doctorate Course

- a. Graduands who successfully complete the Professional Doctorate are awarded the degree of **Professional Doctorate in Therapeutic Arts Practice**. Post-nominals for this degree are ProfDocTAP (MIECAT). The professional title for this degree is Dr.

RESPONSIBILITY FOR IMPLEMENTATION

Executive Management Committee, Education Committee and Academic Board

KEY STAKEHOLDERS

All students at MIECAT

SUPPORTING DOCUMENTS

AQF Issuance policy (2013)

'Conferring of an Award' form

MIECAT Student Progression, Candidature, Deferral, Exclusion Policy

MIECAT Student Academic Misconduct Policy

VERSION HISTORY

Date of Issue	Version	Author	Summary of changes
4 th April 2023	1	J. Mitchell	Draft for approval. Separated Graduation from the Student Progression, Candidature, Deferral and Exclusion Policy.
18 th April 2023	1	J. Mitchell	Approved by Academic Board
14 th May 2024	1.1	J. Mitchell	Revisions made in response to academic governance recommendations
21 st May 2024	1.1	J. Mitchell	Approved by Academic Board

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