

Program Completion and Conferral Policy

Purpose	The purpose of this document is to set out the College's policy regarding the completion and conferral of Australian Qualifications Framework awards once a student has completed an Australian award program offered by The College of Law Limited (College).
Applicability	This policy applies to students enrolled in Australian award programs, graduates of award programs, staff involved in the administrative processes pertaining to the completion and conferral of awards and members of the Assessment Review Committee, Academic Board and Board of Governors.
Definitions	<p>"Australian Qualifications Framework" means the national policy for regulated qualifications in Australian education and training.</p> <p>"Award" means a degree, diploma or certificate conferred following completion of an award program, providing official recognition of successful completion of that program.</p> <p>"Award program" means a program of study, the successful completion of which may result in the conferral of an award aligned with the Australian Qualifications Framework.</p> <p>"Conferral" means the formal and authorised granting of an award by the Board of Governors to a person whose academic achievements entitle them to that award.</p> <p>"GDLP" means the Graduate Diploma of Legal Practice offered by the College in Australia and New Zealand.</p> <p>"Honorary Fellow" means a person who has made an outstanding contribution to the College, or to legal education generally, and has been recognised with the award of an Honorary Master's Degree in Applied Law by the College of Law.</p>
Board of Governors responsibilities	The Board of Governors is responsible for ensuring quality controls are in place for the legitimate issuing of College qualifications.

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The Board of Governors ensures through its delegated officers that qualifications are awarded legitimately.

The Board of Governors approves Honorary Fellows and the awarding of an Honorary Master of Applied Law on the recommendation of the Fellowship Advisory Committee.

Delegation of responsibilities from the Board of Governors

Academic Board

The Academic Board approves the structure of programs, the standard requirements for their completion, including maximum time for completion, and the titles of the awards resulting from completion of particular programs of study.

The Academic Board may, in special circumstances, vary the standard requirements for completion, provided that the variation does not subvert the academic integrity of the program.

Academic Secretary

The Academic Secretary is responsible for ensuring that clear and comprehensive information regarding the structure of programs and the requirements for their completion is available on the College website and in other publications accessible to students and prospective students. Information regarding the structure of programs and the requirements for completion is to be current and consistent across all locations where it is published.

Assessment Review Committee

The Assessment Review Committee is to approve the course completions and graduand lists for Postgraduate Programs and the New Zealand offering of the GDLP, confirming that a student has completed the requirements of the award in accordance with this policy and its related procedures.

The Assessment Review Committee works with the Director of Customer and Student Engagement or their delegate to approve the process for course completions and graduand lists for Australian offerings of the GDLP (Practical Legal Training Program), confirming that a student has completed the requirements of the award in accordance with this policy and its related procedures.

Executive Directors

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In relation to Australian offerings of the GDLP (PLT Program), the Executive Directors are to confirm that a student has completed the requirements of the award in accordance with this policy and its related procedures.

New Zealand Programme Director

In relation to the New Zealand offering of the GDLP, the New Zealand Programme Director monitors program progression and provides certification to the Assessment Review Committee in respect of students who are eligible for conferral of awards and manages the issuing of testamurs.

Director of Customer and Student Engagement

The Director of Customer and Student Engagement is responsible for ensuring that there are effective administrative systems that track students' program progression, that enable:

- a) effective intervention for students at risk of non-completion; and
- b) the accurate determination that a student has met the requirements for the completion of their program.

The Director of Customer and Student Engagement is responsible for the training of all Customer and Student Engagement staff involved in the completion and award conferral process for students.

The Director of Customer and Student Engagement is responsible for ensuring that appropriate quality assurance processes are in place to check that awards are legitimately conferred and, in the event of human error, that remedial action is taken.

The Director of Customer and Student Engagement must report to the Board of Governors, the Academic Board and the Assessment Review Committee on any incident involving the illegitimate conferral of an academic award, what remedial action was taken and any recommendations to strengthen existing processes.

The Director of Customer and Student Engagement is responsible for the overall management of processes relating to transcript integrity and security, and recommendations related to rescission or correction of transcripts.

The Director of Customer and Student Engagement or their delegate monitors program progression, advises the Assessment Review Committee of students who are eligible for conferral of awards (other

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than the Australian Graduate Diploma of Legal Practice) and manages the issuing of testamurs.

In relation to Australian offerings of the GDLP (PLT Program), the Director of Customer and Student Engagement or their delegate monitors program progression and confirms that a student has:

- a) completed the Coursework Component
- b) completed the Continuing Professional Development Component
- c) completed the Work Experience Component;
- d) provided their unique student identification number;
- e) provided their tax file number;
- f) provided official proof of their completion of a law degree;
- g) paid all outstanding College fees;
- h) no outstanding academic or student conduct issues;
- i) had any recorded graduation stop removed;
- j) completed all GDLP (Practical Legal Training Program) components within the maximum permissible period or other period previously approved by the Assessment Review Committee or other sub-committee of the Academic Board; and
- k) completed any other College or Australian government requirement.

The Director of Customer and Student Engagement or their delegate will then obtain final confirmation from the Executive Director that the student has completed the requirements of the award.

Award eligibility

Students who have met the requirements for the completion of their program, who have complied with all College Policies and Procedures applicable to students, and who have paid all fees due to the College, are entitled to have the award relevant to that program conferred upon them.

Conferral of an award entitles the graduate to a testamur, specifying the award conferred, the date of conferral, the name of the graduate, the conferring institution and the other information required to be included under the Higher Education Standards Framework (Threshold Standards) or other Australian regulatory requirements.

Date of conferral

Once the course completions and graduand lists are approved, the relevant award is conferred on eligible students.

The date on which an award is conferred (being the date that will be specified on the testamur) is the date on which:

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- a) The next graduation ceremony is held following the Assessment Review Committee approving the graduand list in relation to Masters programs and nested awards;
 - b) The Assessment Review Committee approves the graduand list in relation to the New Zealand Graduate Diploma of Legal Practice;
 - c) The Director of Customer and Student Engagement confirms completion of all requirements of the award with the Executive Director in relation to the Graduate Diploma of Legal Practice (Practical Legal Training Program); or
 - d) The Board of Governors approves the award of an Honorary Master of Applied Law.

In addition to graduation ceremonies for Masters programs and nested awards, the College may organise graduation ceremonies to celebrate the conferral of any other awards.

Testamurs

The testamur is a legal document formally issued by the College on behalf of the Board of Governors to confirm that a student has completed the requirements for the award. It is issued in original form once only for each specific award to a student.

The testamur specifies information including the:

- a) award conferred;
- b) date of conferral;
- c) name of the graduate;
- d) conferring institution; and
- e) words: "This qualification is recognised within the Australian Qualifications Framework".

The testamur may also include specification of specialisations where that is approved by the Academic Board with due consideration of the accurate representation of the program content, and consistency with the requirements of relevant professional bodies and practice in the higher education sector.

Testamurs are issued with additional certification documents, such as academic transcripts, which together provide sufficient information for it to be authenticated and to minimise its fraudulent use. All certification documents are:

- a) unambiguously issued by the College;
 - b) readily distinguishable from other certification documents issued by the College;
 - c) protected against fraudulent issue;
 - d) traceable and authenticable;
 - e) designed to prevent unauthorised reproduction; and
 - f) replaceable through an authorised and verifiable process.
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Any certification documents issued with the award of an Honorary Master of Applied Law unambiguously identify the qualification as an honorary qualification.

The College will make arrangements for the secure collection of testamurs by, or the secure dispatch of testamurs to, students who are entitled to them.

Academic transcripts

An academic transcript is the official record of subjects attempted and completed in a program of study and the grades achieved in those subjects.

Academic transcripts specify information including:

- a) the full name of all courses and subjects undertaken and completed;
- b) credit granted through recognition of prior learning;
- c) the weighting of subjects within a program;
- d) the grades and/or marks awarded for each subject undertaken and, if applicable, for the course overall;
- e) where grades are issued, an explanation of the grading system used;
- f) where a course of study includes an area of specialisation or a major study, a definition of that component of significant focus; and
- g) prizes or awards administered by the College.

Students who complete one or more subjects that do not lead to the award have access to an authorised record of results for the subjects undertaken.

Nested awards

Students who are enrolled in a higher qualification but have completed the requirements of a nested award within that qualification are not eligible for the award of the nested qualification unless they withdraw from the course in which they are enrolled. Following the withdrawal, the student will be eligible to graduate with the highest nested qualification for which they have completed all course requirements.

If a student who has completed a nested qualification and has been issued a testamur wishes to proceed with the highest nested qualification, the student must first return the testamur for the nested qualification before the highest nested qualification testamur can be issued.

Variation to requirements for award completion

The Academic Board may, in exceptional circumstances, approve variations to the standard requirements for completion or conferral of

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an award for a particular student on the recommendation of the Program Director, provided that the variation does not:

- a) subvert the academic integrity of the program;
- b) disrupt the achievement of the program's graduate outcomes;
- c) reduce the volume or level of study; and/or
- d) compromise any academic or professional accreditations associated with the program.

Exceptional circumstances include but are not limited to:

- a) where a program has undergone approved changes and the student requires a transition arrangement to move between the earlier program structure and the subsequent program structure;
 - b) where courses required to complete the requirements for an award are no longer offered or are not offered in a study period such that a student can achieve timely completion of their program;
 - c) where a student has been materially disadvantaged by College decisions regarding course offerings or program structures; and/or
 - d) the student's personal circumstances warrant the variation.
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Recission of awards

If authorised by the Chief Academic Officer or their delegate, and in exceptional circumstances, the College may rescind an award that has been conferred and advise any relevant professional accrediting body (such as an admitting authority in the case of a GDLP Diploma of Legal Practice award) that it has done so.

Exceptional circumstances include but are not limited to:

- a) an administrative error that has resulted in the conferral of an award for which the student was not eligible; or
 - b) the student is in breach of a policy or rule of the College where rescission of an award is a valid penalty for such a breach.
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Related policies

Note:

If there is a related Procedure that your Policy relates to please insert the name of the procedure within the document as a ["hyperlink"](#).

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