

Award and Graduation Policy

Commencement Date: 01 December 2008

Category: Student Services

1. PURPOSE

This document describes the Curtin Singapore’s policy on awards and graduation.

2. APPLICATION

Students and staff

3. EXCEPTIONS

This policy does not apply to graduations for both Curtin College and Navitas English programs, as formal graduation ceremonies are not held for English, Certificate and Diploma courses.

4. POLICY STATEMENT

Curtin Singapore provides external program courses for students to enable them to obtain an award from an international university.

Students who complete the specified requirements of the external provider programs may apply to be awarded a testamur in recognition of their achievements at a ceremony in Singapore.

Curtin Singapore will determine the place and time on which annual graduation ceremonies will be held in Singapore in conjunction with the Graduations Department of the external program provider.

The Curtin Singapore Student Services section shall liaise with the external program provider’s graduation section with regard to the requirements for the efficient running of the graduation ceremony.

Curtin Singapore will adopt the policy and procedure of the external programs provider as modified for Singapore requirements.

Curtin Singapore will adopt processes for the Singapore awards and graduations which complement the above policies and procedures.

Curtin Singapore will assist the external programs provider in the despatch and collection of Graduate Destination Surveys.

5. OBJECTIVES

- To ensure that the annual award and graduation ceremony is appropriately administered in accordance with both the external provider’s and Curtin Singapore’s procedures.
- To maintain a proper record and update of a student’s graduation status.

RESPONSIBILITIES	
Policy Owner	Director of Academic Services
Contact	Student Services Manager
Review Date	02 December 2012

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Revision Ref No	Approved/ Rescinded	Date	Committee /Board	Document Reference
Version 1	Approved	01 Dec 08	Executive Committee	Nil
Version 1.1	Approved	01 Nov 09	Executive Committee	Change of logo and format
Version 2	Approved	02 Dec 10	Executive Committee	Executive Committee Meeting Minutes