



# Wollongong College Australia

A College of the University of Wollongong

**Australia**

Wollongong

Wollongong College Australia  
A trading division of ITC Education Limited  
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# Conferral of Awards

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Approved by WCA Academic Board

Reference and Legislation

- Student Handbook

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## **1. Aim**

The purpose of this policy is to outline the requirements for the conferral of Wollongong College Australia (WCA) Diploma in Business and Diploma in Information Technology (IT) awards.

## **2. Scope**

The policy applies to all students enrolled in the WCA Diploma in Business and Diploma in IT programs and who satisfy the requirements for the Diploma award.

## **3 Definitions**

*'award'* is the official WCA certificate which confirms the completion of a course of study

*'conferral'* is the granting of the WCA Diploma in Business and Diploma in IT

*'student'* a person studying in the WCA Diploma in Business and Diploma in IT programs

## **4. Eligibility for the Diploma award**

4.1 To be eligible for the award of Diploma in Business or the Diploma in IT, a student must achieve a clear pass (50% or more) in all eight subjects which offer undergraduate credit. Students enrolled in the three session program must also achieve a clear pass in the subject Tertiary Academic Skills.

### **4.2 Supplementary condition for students who progress to the Faculty Information Technology at UOW without meeting the above requirements**

4.2.1 Students can progress from the Diploma in IT to the Bachelor of Information Technology, Bachelor Computer Science, or Bachelor Internet Science and Technology degrees in the Faculty of Informatics at UOW with 42 credit points of advanced standing if they achieve a clear pass (50% or more) in seven of the eight subjects which offer undergraduate credit.

If these students have either not attempted the eighth subject, or if their mark in the eighth subject is less than 50% they are not eligible for the award of Diploma in IT.

4.2.2 These students are eligible for the award of Diploma in IT if they subsequently achieve a final result of at least 50% in the equivalent degree-level subject in the Faculty of Informatics at UOW which they failed or did not undertake in the Diploma. This is subject to the condition that the student is discontinuing their enrolment at UOW and provides evidence to WCA.

## **5. Steps for the conferral of awards:**

The steps for the conferral of Diploma awards are:

- 5.1 The Conferral of Awards eligibility list shall include the names of all graduands eligible to receive the award and shall constitute the formal report to the Academic Board.
- 5.2 The Academic Board will normally confer awards at the next meeting of the Board after the finalisation of results.
- 5.3 Graduation ceremonies will be conducted at venues and on dates to be determined by the Campus Director, WCA.
- 5.4 The graduation ceremony program booklets shall include the names of all graduands eligible to receive awards at that ceremony.
- 5.5 The college is responsible for advising students when they are eligible to graduate.
- 5.6 The date on the testamur shall be the date of the conferral of the award.

## 6. Version Control and Change History

Version Control	Date Approved	Date Effective	Approved By	Amendment
1	8/11/07	16/11/07	WCA Academic Board	
2	19/12/08	23/02/09	WCA Academic Board	Removal of <ul style="list-style-type: none"> <li>• condition of 45-49% in 8<sup>th</sup> subject for eligibility of diploma (DIPB &amp; DIP IT)</li> <li>• progression to UOW with 42cps (DIPB)</li> </ul> Corrections to steps for conferral of awards