

Graduation Policy



THE ADAM SMITH COLLEGE, FIFE
INSPIRING LEARNING

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| Policy Number: | QP1.33 |
| Revision Number: | 0 |
| Date of issue: | April 2006 |
| Status: | Approved |
| Date of approval: | May 2006 |
| Responsibility for policy: | Director of Quality |
| Responsibility for implementation: | Director of Quality, Teaching Directorates |
| Responsibility for review: | Director of Quality |
| Date for review: | May 2009 |



1.0 Policy

All Adam Smith College students who are successful in achieving the following awards by the stipulated deadline, will be eligible to participate in a formal graduation ceremony. Students will be invited to graduate with their¹ highest level of award from **the current awarding body only**, but achievement of previous awards will be reflected within the appropriate publicity material.

- SQA named HNC awards (where candidate is exiting with the HNC award and not progressing to HND)
- SQA named HND awards
- SQA named Advanced Certificate awards
- SQA named Advanced Diploma awards
- University of Abertay Dundee degree awards (Bachelor of Arts, Bachelor of Science, Honours)²
- CIPD awards
- ACCA awards
- Institute of Administrative Management awards
- Chartered Institute of Marketing awards
- SVQ awards at Level 4 and above
- Awards from all other recognised awarding bodies which have been independently confirmed at SCQF Level 7 or above

The graduation ceremonies will take place annually during November. All students must be confirmed as eligible to

¹ For example, for SQA HND only for a two year programme, Those who articulate to a UAD degree will be invited to graduate again with their degree award on completion, but can graduate once only, e.g. not at both Ordinary and Honours levels.

² Where the degree course is delivered by ASCF only, students are eligible to graduate at ASCF only. Where the degree is delivered in both Institutions, students will be afforded the opportunity to graduate at either Institution.



graduate with their target award by the appropriate awarding body (or equivalent) **no later than 31st August** of their graduating year, in order to be included in the appropriate ceremony.

In certain cases, i.e. where extenuating circumstances have been demonstrated, this deadline may be extended to **end September**.

Such circumstances must be detailed in writing by the Department Manager (accompanied by confirmation from the appropriate awarding body), to the Director of Quality for final approval, prior to any such student being included in the final graduation list.

Graduation lists will be closed on **30th September** of the graduating year and **no** additions will be made beyond this point. Any student who becomes eligible to graduate after this date will be included in the list for the following November. The Principals' Group, on closure of the graduation lists, will make final decisions regarding the number and composition of the graduation ceremonies.

2.0 Justification

In formal recognition of the academic achievements of its students, the College hosts annual graduation ceremonies. This policy allows for the effective management of eligibility to graduate in line with external certification by the relevant awarding bodies.

3.0 Link to Strategic Plan



Corporate Plan 2005-2008.

Strategic Objective 1 We will develop and implement robust, simple and transparent student processes to encourage and extend student retention, achievement and progression.

4.0 Exemptions

This policy applies to all students who have achieved/are working towards qualifications which are formally accredited at SCQF level 7 or above.

5.0 Related Procedures

- ❖ QP1.05 Assessment Policy
- ❖ QP1.01 Attendance and Achievement Policy
- ❖ QP2.05 Internal Moderation Procedure
- ❖ QP2.06 External Moderation Procedure