Conferring and Issuing Awards Policy

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Approving authority	Board of Directors & Academic Board
Contact Officer	Registrar
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Related Documents	Academic Misconduct Policy AQF Qualifications Issuance Policy AQF Qualifications Register Policy Australian Qualifications Framework (AQF) Records Management Policy Records Management Procedure

1.   Purpose

This Policy seeks to define the rules for the conferring and issuing of Australian Qualifications Framework (AQF) awards once a student has completed a course of study with the Australian Institute of Higher Education Pty Ltd ('the Institute').

2.   Principles

The Institute is committed to ensuring the accuracy and authenticity of all Institute issued documents that record details of students' academic information, in the interests of the Institute, its students and graduates.

3.   Context

The Institute protects the integrity of its Australian Qualifications Framework (AQF) awards by ensuring that the conferral of awards is consistent with the AQF Qualifications Issuance Policy.

4.   Scope

This Policy and Procedure applies to all students at the Institute and relevant staff.

5.   Definitions

See the *AIH Glossary of Terms* for definitions.

6. Policy Details

6.1 Eligibility to Graduate

A student is eligible to graduate and receive a qualification testamur if:
- they meet all course requirements
- they have no outstanding fees
- there are no current suspension, exclusion or expulsion penalty on the student's record, and
- they have not already graduated from that award.

Students who have outstanding fees, or under disciplinary action or penalty are not eligible to graduate until their debts are cleared or the disciplinary action is resolved or penalty served.

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.

6.2 Provision of Documentation

Students will have access to an interim academic transcript at the end of each study period stating their grades for each unit of study for which they are enrolled, provided all relevant fees are paid.

A testamur, final academic transcript and completion letter will be issued at the end of the course to all students who have successfully completed the requirements for the award in which they are enrolled once the award is conferred.

A testamur, final academic transcript and completion letter are provided free of charge. A fee will apply for any additional requests for a testamur and final academic transcript.

The Institute will maintain a Register of all testamurs issued to students with appropriate information allowing issued Certification documentation to be traceable and verifiable.

6.3 Conferring of Awards

All results will be reviewed by the Registrar and the Executive Dean to ensure the student has met all course requirements. Upon review, the Registrar and Executive Dean will confirm the graduands list can be referred to the Academic Board.

The Academic Board will confirm and recommend the graduands list for approval to the Board of Directors.

The Board of Directors will provide final approval of the graduands before a testamur or final academic transcript can be issued.

6.4 Format and Required Information on the Documentation

All Institution certification documents will comply with regulatory requirements and associated standards, including but not limited to the AQF Qualifications Issuance Policy and the Higher Education Standards Framework 2015 Standard 1.5 (Qualifications and Certification).

Certification documentation will be printed on official stationery, appropriate to the document type.
The testamur will have a foiled silver Institution logo as a measure to prevent the forging of the document.

Each testamur will have a unique identification number.

6.5   Revoking an award

The Institute reserves the right to revoke any award conferred if:
- An administrative error has resulted in the conferral of an award for which the student was not eligible
- A penalty of revoking an award has been applied to a student under the *Academic Misconduct Policy*.

6.6   Retention of Records

The Institute will retain sufficient student records in accordance with the *Records Management Policy* and associated Procedure.

7.   Legislation

This Policy and Procedure seeks to comply with the Australian Qualifications Framework and the Higher Education Standards Framework 2015 Standard 1.5 (Qualifications and Certification):

1.   Qualifications, other than higher doctoral or honorary qualifications, are awarded only if a course of study leads to the award of that qualification and all of the requirements of the course of study have been fulfilled.

4.   Awardees of qualifications are issued with authorised certification documentation including a testamur, and either a record of results or an Australian Higher Education Graduation Statement (graduation statement) that state correctly:

   a. the name of the registered higher education provider issuing the documentation
   b. the full name of the person to whom the documentation applies
   c. the date of issue
   d. the name and office of the person authorised by the higher education provider to issue the documentation, and
   e. if the qualification is recognised in the Australian Qualifications Framework, the testamur and/or the graduation statement is certified with either the logo of the Australian Qualifications Framework or the words, 'This qualification is recognised within the Australian Qualifications Framework'.

5.   All certification documentation issued by the higher education provider is:

   a. unambiguously issued by the registered higher education provider
   b. readily distinguishable from other certification documents issued by the higher education provider
   c. protected against fraudulent issue
   d. traceable and authenticable
   e. designed to prevent unauthorised reproduction, and
   f. replaceable by the higher education provider through an authorised and verifiable process.

6.   Testamurs state correctly, in addition to the requirements for all certification documentation:

   a. the full title of the qualification awarded, including the field or discipline of study
   b. any subsidiary component of the qualification (such as integrated honours, an area of specialisation or a major study), and
   c. if any parts of the course of study or assessment leading to the qualification were conducted in a language other than English, except for the use of another language to develop proficiency in that language.

7.   Records of results state correctly, in addition to the requirements for all certification documentation:

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a. the full name of all courses and units of study undertaken and when they were undertaken and completed

b. credit granted through recognition of prior learning

c. the weighting of units within courses of study

d. the grades and/or marks awarded for each unit of study 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 a significant particular focus of study such as honours, an area of specialisation or a major study, a definition of that component of significant focus, and

g. any parts of a course or units of study or assessment that were conducted in a language other than English, except for the use of another language to develop proficiency in that language.

8. Version Control

This Policy has been endorsed by the Australia Institute of Higher Education Board of Directors and Academic Board as at March 2017 and is reviewed every 3 years. The Policy is published and available on the Australian Institute of Higher Education website http://www.aih.nsw.edu.au/ under 'Policies and Procedures'.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2016-2	Registrar	Updated template.	6 July 2016	6 August 2016
2017-1	Ms. McCoy	Revised and edited content.	1 March 2017	6 March 2017