



Conferring and Issuing Awards Procedure

Policy Category	Governance
Code	GOVHE05
Owner	Chief Executive Officer & Executive Dean
Responsible Officer	Chief Executive Officer & Executive Dean
Approving authority	Chief Executive Officer & Executive Dean
Contact Officer	Registrar
Approval date	1 March 2017
Commencement date	6 March 2017
Review date	3 years
Version	2017.1
Related Documents	Academic Misconduct Policy AQF Qualifications Issuance Policy AQF Qualifications Register Policy Australian Qualifications Framework (AQF) Request for Official Documents form Qualification Register

1. Purpose

This Policy and Procedure seeks to define the rules for the 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. Scope

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

3. Definitions

See the *AIH Glossary of Terms* for definitions.

4. Actions and Responsibilities

4.1 Available Documentation

A student who is enrolled in an AQF qualification and has successfully completed all the requirements for the qualification is entitled to receive the following certification documentation upon award of the qualification:

- A Testamur
- An Academic Transcript
- An official completion letter

A student who has successfully completed part of the requirements of an AQF qualification in which they were enrolled but have subsequently withdrawn are entitled to receive:

- An Interim Transcript

4.2 Issuing of Interim Transcripts

Students wishing to obtain an Interim Transcript will need to pay a fee and complete a **Request for Official Documents form**. The form should be returned to Student Services. Official documents may take up to five (5) business days to be produced. Students can collect the Interim Transcript from Student Services.

Students who have an outstanding debt to the Institute shall not be permitted to receive Interim Transcripts until such debts have been paid.

4.2 Identifying, Conferring and Issuing Awards

The following process will be followed for the identifying, conferring and issuing of awards. No Testamur or final Academic Transcript will be issued until this process has concluded:

- Following results release, the Registrar or a delegated nominee will prepare a list of eligible graduands.
- The Registrar will check each graduands suitability for the award and prepare a final list of eligible graduands. The registrar will then sign-off on the document and provide to the Executive Dean.
- The Executive Dean will conduct a final check of the graduands before signing of on the eligible graduands list.
- The eligible graduands list will be presented at the next scheduled Academic Board and upon approval, the Chair of the Academic Board will sign-off on the eligible graduands list and recommend the list to the Board of Directors for final approval.
- The Board of Directors will approve the list and the Chair of the Board of Directors will sign-off on the eligible graduands list officially conferring the awards.
- The Registrar or a delegated nominee will create the Testamur and final Academic Transcript.
- The Registrar or a delegated nominee will maintain a **Qualification Register** of all Testamurs issued.

Official documents will not be issued until up to 6 weeks after final results are released and have been approved by all parties.

Students will be advised of their eligibility to graduate by way of a graduation invitation. Students will be given an opportunity to nominate whether they will attend a graduation ceremony or graduate in absentia by signing and returning the appropriate form.

4.3 Presentation of Awards

Awards may be issued:

- At a graduation ceremony.
- In person outside a formal graduation ceremony.
- By personal proxy with written permission from the student and personal identification displayed upon collection.
- In absentia by mail at the request of the student in writing upon receipt of a postage fee.

Testamurs will not usually be issued to students until after the graduation ceremony at which the award would otherwise have been presented unless approved by the Registrar or Executive Dean.

4.4 Re-issuing a Testamur

The Institute will reissue a Testamur in the following circumstances:

- When a request is made in writing to Student Services.

- When a replacement fee is paid.
- When the original is returned if possible. (In the case of a lost or destroyed award, this condition will not apply.)
- Upon receipt of a statutory declaration if a Testamur has been lost or destroyed.

The Registrar will validate the re-issuing of an award by verifying the original issue of the award on the **Qualification Register**. The re-issued award will also be entered on the **Qualification Register**.

4.5 Qualification Register

In keeping with the principles of best practice and the requirements of the **AQF Qualifications Register Policy**, the Institute maintains a **Qualification Register**.

The **Qualification Register** will include the following for each qualification:

- Student's full name.
- Date of issue
- The award
- The date the award was approved by the Board of Directors (conferral date)

The **Qualification Register** will be kept and maintained by the Registrar or a delegate nominee.

4.6 Award Amendments

All official documents will be issued in the legal name of the student at the time of conferral.

If a graduate provides evidence after issuance of the official final documents that their legal name was different to that provided at the date of conferral, the graduate may request that the official final documents be re-issued in the correct name. A fee will be charged for the re-issuance.

The original official documents are to be returned to the Institute.

5. Version Control

This Procedure has been endorsed by the Australia Institute of Higher Education Chief Executive Officer & Executive Dean as at March 2017 and is reviewed every 3 years. The Procedure 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	Restructured document; added box to beginning Revised/edited content	1 March 2017	6 March 2017