

Graduation and Awards Policy



Purpose/objective

This Policy sets out the rules applying to the issuing of an Australian Qualifications Framework (AQF) award or other official statement regarding the studies that a person has completed at the Australasian Academy of Higher Education (AAHE). The Procedure sets out the processes for implementing the Policy.

Scope

This Policy and Procedure apply to all AAHE students and staff.

Definitions

Terms used in this document are defined in the AAHE Glossary.

Policy

- 1 At the end of each semester, AAHE issues every AAHE student with a record of their results.
- 2 In accordance with the [Higher Education Standards Framework \(Threshold Standards\) 2021](#) (HESF) and the [AQF Qualifications Issuance Policy](#), AAHE will provide a testamur and a graduation statement for each student who successfully completes the requirements of a course that leads to the award of an AQF qualification.
- 3 All testamurs and graduation statements will comply with the requirements of the HESF and the AQF.
- 4 AAHE may withhold a student's record of results and will not issue a student's testamur or graduation statement where the student has outstanding fees or is the subject of misconduct allegations in accordance with the Student General Misconduct Procedure, Student Academic Misconduct Procedure and the Fees and Charges Policy and Procedures.
- 5 A student who has completed one or more AAHE units and does not intend to complete the whole qualification of which the unit(s) form a part, may write to the Registrar to request that AAHE provide them with a final academic record.
- 6 In accordance with the [AQF Qualifications Register Policy](#), AAHE will maintain registers of all the AQF qualifications the Academy is authorised to issue, and all the AQF qualifications AAHE issues to its graduates.

Related documents and relevant legislation

Assessment Policy and Procedure
Fees and Charges Policy and Procedure
Graduation and Awards Procedure
Student General Misconduct Procedure
Student Academic Misconduct Procedure
[AQF Qualifications Issuance Policy](#)
[AQF Qualifications Register Policy](#)

Document information

Document owner: Academic Board

Version	Approved by	Approved on	Implementation date	Changes made
1	Academic Board	19/10/21	1/10/23	

Graduation and Awards Procedure

1. Records of results

1.1 Following the release of final results at the end of each semester in accordance with the AAHE Assessment Policy, the Registrar will provide each student with a record of their results.

1.2 The record of results will contain the following information:

- the student's full name and student identification number
- the full name and code of the qualification in which the student is enrolled
- the full name of all units of study undertaken and their unit codes
- the semesters in which the units were undertaken and completed
- the credit points allocated to each unit
- the grades and/or marks awarded for each unit and, if applicable, for the course overall
- an explanation of the grading and credit point systems used
- an indication of any units or parts of units or assessment that were conducted in a language other than English
- credit granted through learning undertaken elsewhere
- the date of issue.

2. Assessing a student's eligibility to graduate

2.1 After the finalisation of results at the end of each semester, the Registrar will compile a list of the students who have completed all of their course requirements, so are eligible to graduate.

2.2 The Dean will check the list before presenting it to the Academic Board.

2.3 The Board of Directors will approve the issuing of the awards to the students on the advice of the Academic Board.

2.4 Following the Board of Directors' approval, the Registrar will

- notify students in writing of their eligibility to graduate
- advise them of the arrangements for graduation
- generate the documentation necessary for the conferral of the awards.

2.5 The Registrar will notify any student who has outstanding fees that they will not be permitted to graduate until they have paid their full fees.

2.6 A student who is enrolled in a nested suite of courses can only graduate after they have completed the full suite, unless they have indicated to AAHE that they do not wish to proceed to the next level.

3. Documentation

3.1 In accordance with Section 1.5 of the HESF – *Qualifications and Certification*, an AAHE student who is eligible to graduate will be issued a testamur and a graduation statement at or after their graduation.

3.2 The testamur and graduation statement will include:

- the Academy's full name
- the full name of the student who is eligible for the AQF qualification
- the full title of the qualification awarded, including the field or discipline of study
- any subsidiary component of the qualification (such as integrated honours, an area of specialisation or a major study)

- the words ‘The qualification is recognised within the Australian Qualifications Framework’ or the AQF logo if authorised by the AQF Council
 - the date of issue or conferral
 - the name(s), title(s) and signature(s) of the person(s) authorised to issue the documentation
 - a unique certificate number
 - AAHE’s corporate seal, which can only be affixed to a document in the presence of two people authorised by the Board of Directors, or unique watermark to confirm the document’s authenticity.
- 3.3 Graduation statements also contain:
- the information that appears in the student’s record of results
 - a description of the Academy (including its address, contact details and website)
 - AAHE’s CRICOS provider code
 - a description of the qualification being awarded and the learning outcomes achieved
 - where the course includes a significant particular focus of study such as honours, an area of specialisation or a major study, a definition of that component
 - a description of the AQF and the Australian education and training system.
- 3.4 The graduation statement will follow the Australian Government’s [Guidelines for the presentation of Australian Higher Education Graduation Statements](#).
- 3.5 A student who has completed one or more AAHE units and does not intend to complete a AAHE award course may request the Registrar for a final academic record. A final academic record includes
- the information that appears in a record of results
 - a description of the Academy (including its address, contact details and website)
 - AAHE’s CRICOS provider code
 - the learning outcomes achieved
 - the following explanatory sentence: ‘This statement is issued when an individual has completed one or more accredited units from a AAHE award course.’

4. Graduation ceremonies

- 4.1 The Registrar will organise a ceremony for students who are eligible to graduate.
- 4.2 Students may attend the ceremony to receive their testamur or may request the Registrar in writing to mail it to them after the ceremony.
- 4.3 The Board of Directors will determine the academic dress to be worn by students who attend the ceremony in person.

5. Authenticity

- 5.1 The Registrar is responsible for ensuring that all certificates AAHE issues (including testamurs, graduation statements, records of results and final academic records) are:
- unambiguously issued by AAHE
 - readily distinguishable from other certification documents AAHE issues
 - protected against fraudulent issue
 - traceable and authenticable
 - designed to prevent unauthorised reproduction
 - replaceable through an authorised and verifiable process.
- 5.2 The Registrar is also responsible for verifying the identity of the person to whom the certificate is issued.

6. Revocation of awards and reissue of documentation

- 6.1 The AAHE Board of Directors will revoke any award that is found to have been obtained through deception and will require that the testamur and graduation statement be returned.
- 6.2 AAHE will also require graduation documentation to be returned where an error is discovered, so the documentation needs to be corrected and reissued, and where an AAHE graduate applies for entry and is accepted into the higher level of a nested suite of courses.
- 6.3 A student may apply in writing to the Registrar for replacement documentation where their original documentation has been damaged or destroyed.
- 6.4 Where the student is unable to return the original documentation, the applicant must explain the reason in a statutory declaration.
- 6.5 The Registrar will verify the original issuing of the award on the Qualifications Registrar and may charge a fee for the replacement documentation.

7. Records

- 7.1 The Registrar is responsible for maintaining a secure register of:
- the qualifications that AAHE is authorised to issue
 - the qualifications AAHE has issued to graduates, including the qualification title, student's full name, date the testamur was issued, and the certificate number.
- 7.2 All records will be maintained in accordance with the AAHE Records Management Policy and Procedure.

Document information

Document owner: Dean

Version	Approved by	Approved on	Implementation date	Changes made
1	Academic Board	19/10/21	1/10/23	