



## Conferring and Issuing Awards Policy

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<b>Approving authority</b>	Board of Directors
<b>Contact Officer</b>	Registrar
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<b>Version</b>	2023.1
<b>Related Documents</b>	Academic Misconduct Policy Advanced Standing Policy Australian Qualifications Framework (AQF) Records Management Policy Records Management Procedure
<b>HESF (Threshold Standards) 2021</b>	1.5.1; 1.5.3; 1.5.4; 1.5.5; 1.5.6; 1.5.7; 1.5.10

### 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, an official 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, an official 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 to ensure the student has met all course requirements. Upon review, the Registrar and CEO 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 Coursework Posthumous Awards

In the event that an enrolled student dies prior to graduation, the Institute may award the accredited qualification, an honorary qualification, or a certificate of attainment posthumously according to the following circumstances:

- The student fulfilled all requirements for the qualification (including Advanced Standing), but passed away prior to graduation. In this case, the qualification can be awarded posthumously.
- The student completed a minimum of 50% of the unit credit points required for the qualification they were enrolled in (including Advanced Standing). In this case, an honorary qualification can be awarded posthumously.
- The student did not fulfil all requirements for the qualification in which they were enrolled, but do satisfy the requirements for an existing accredited nested qualification, such as a Diploma or Associate Degree. In this case and in accordance with the Advanced Standing policy, a nested qualification can be awarded posthumously.
- If the student had not met any of the criteria stated in a) – c), a certificate of attainment can be awarded posthumously.

Applications for a posthumous award may be initiated by the family representatives of the deceased student, or the Institution. The CEO will review each case to assure that the student has met the above requirements and present a recommendation to the Chair of the Academic Board (refer to **Conferring and Issuing Awards Procedure**).

## 6.5 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 2021 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.

## 6.6 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**.

## 6.7 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 2021 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.
2. 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'.
3. 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.
4. 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.



5. Records of results state correctly, in addition to the requirements for all certification documentation:
- the full name of all courses and units of study undertaken and when they were undertaken and completed
  - credit granted through recognition of prior learning
  - the weighting of units within courses of study
  - the grades and/or marks awarded for each unit of study undertaken and, if applicable, for the course overall
  - where grades are issued, an explanation of the grading system used
  - 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
  - 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 as at June 2023 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'.

<b>Change and Version Control</b>				
<b>Version</b>	<b>Authored by</b>	<b>Brief Description of the changes</b>	<b>Date Approved:</b>	<b>Effective Date:</b>
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
2019.1	Registrar	Added Posthumous Awards	3 July 2019	4 July 2019
2019-2	Principal	Updated titles from Executive Dean to Principal and Registrar to Head of Academic Support and Student Services.	20 November 2019	21 November 2019
2021.1	Registrar	Policy review. Titles and minor grammatically changes	17 February 2021	18 February 2021
2022.1	Registrar	Updated Higher Education Standards Framework [Threshold Standard] 2021	16 June 2022	17 June 2022
2023.1	Registrar	Approving authority amended to be only Board of Directors	22 June 2023	29 June 2023