

## **QAF045 GRADUATION AND AWARDS POLICY AND PROCEDURE**

### **1. Overview**

The purpose of this policy and procedure is to define the rules for the issuing of AQF<sup>1</sup> awards once a student has completed a course of study with the Higher Education Leadership Institute (“the Institute”).

This policy is designed to align to the *AQF Qualifications Issuance Policy*<sup>2</sup>.

### **2. Eligibility to graduate and approval to issue an award**

The Course Coordinator will monitor student progress and verify that a student has satisfactorily completed all the requirements of the course in which they are enrolled before compiling a list with a recommendation to the Academic Board that the listed students be awarded a qualification. Upon advice from the Academic Board, the Board of Directors will approve the issuing of the awards.

Following approval by the Board of Directors, the Operations Manager will create the necessary documentation as detailed in section 3.

Students will be advised in writing of their eligibility to graduate. Students will be given an opportunity to nominate whether they will attend a graduation ceremony or graduate in absentia (refer section 5).

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

Students who are enrolled in a higher qualification, but who 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.

A student who has successfully completed all the requirements for one of the Institute’s AQF qualifications is entitled to receive the following certification documentation upon award of the qualification:

- A Testamur.
- A Record of Results.

A student who has successfully completed one or more subjects that form part of an AQF qualification in which they were enrolled but have subsequently withdrawn is entitled to receive:

- A Record of Results.

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<sup>1</sup> Australian Qualifications Framework [www.aqf.gov.au](http://www.aqf.gov.au)

<sup>2</sup> Australian Qualifications Framework Handbook – January 2013

### **3. Award specifications**

#### **3.1 Testamur**

A Testamur will contain the following information:

- the legal name of the Institute
- the trading name of the Institute
- the Institute's ABN
- the Institute's contact details, including website
- the Institute's logo, watermark and seal to ensure authenticity
- the graduate's full name
- the graduate's student number
- the AQF qualification title
- date of conferral (date approved by the Board of Directors)
- the name, title and signature of the persons authorised to sign the document
- the AQF logo
- a unique certificate number.

#### **3.2 Record of Results**

A Record of Results will contain the following information:

- the legal name of the Institute
- the trading name of the Institute
- the Institute's ABN
- the Institute's contact details, including website
- the Institute's logo and watermark to ensure authenticity
- the student's full name
- the student number
- the AQF qualification title the student is enrolled in
- For each subject attempted:
  - term and year in which the subject was undertaken
  - the subject code
  - the subject name
  - the credit points allocated to the subject
  - the grade for the subject or if the subject was granted through credit
  - an explanation of the grading system used

- date of issue
- the name, title and signature of the person(s) authorised to sign the document
- the statement 'Unless accompanied by a Testamur, this Record of Results does not verify that the student has completed the qualification shown in this document'.

Note: *the AQF logo must not be used on a Record of Results.*

#### **4. Qualifications Register**

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

- Register of all AQF qualifications the Institute is authorised to issue.
- Register of all AQF qualifications issued to graduates.

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

- Qualification title.
- Student's full name.
- Date of conferral.
- Certificate number.

The *Qualifications Register* will be kept and maintained by the Operations Manager .

#### **5. Presentation of awards**

Awards may be issued:

- At a graduation ceremony (if one is held).
- In person outside of a formal graduation ceremony.
- In absentia (by mail) at the request of the student.

Awards will not be issued to students until the Academic Board's recommended list of students to be awarded a qualification has been approved by the Board of Directors.

#### **6. Revocation and return of awards**

The Institute may revoke an award where it becomes evident that the award was inappropriately obtained through fraud or dishonesty.

The Institute will require an award to be returned in the following circumstances:

- When a request has been received to re-issue an award because the original award has been damaged or there has been a change in legal name of the graduate.
- The award has been issued with error.
- An award has been presented for a nested qualification prior to the granting of the higher award.

## **7. Re-issuing an award or record of results**

The Institute will re-issue a graduate's certification in the following circumstances:

- When a request is made in writing to the Operations Manager.
- When a replacement fee (\$55.00) is paid.
- When the original is returned (if possible)<sup>3</sup>.

The graduate will provide in writing the reasons why replacement certification is required. This request must include all relevant details of the graduate (full name, student identification number, name of the qualification and date, or approximate date, that certification was issued).

Where the original certification cannot be returned the written request for the re-issuing of an award must be made as a Statutory Declaration.

In the case of a former student who has successfully completed part of the requirements of an AQF qualification, a new Record of Results will be issued following the same procedure as outlined above.

The Registrar will validate the re-issuing of a graduate's qualification by verifying the original issue of the award on the *Qualifications Register*. The re-issued award will also be entered on the *Qualifications Register*.

## **8. Retention of records**

The Institute will retain sufficient student records of attainment to re-issue an AQF qualification and/or record of results for a minimum period of 30 years.

## **9. Responsibility**

The Operations Manager is responsible for the implementation of this policy and procedure and for ensuring that staff, graduates and former students are aware of its application and procedures.

## **10. Related documents**

- FRM030 Qualifications Register
- AQF Qualifications Register Policy<sup>4</sup>

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<sup>3</sup> In the case of a lost or destroyed award this condition will not apply.

<sup>4</sup> [https://www.aqf.edu.au/sites/aqf/files/aqf\\_register\\_jan2013.pdf](https://www.aqf.edu.au/sites/aqf/files/aqf_register_jan2013.pdf)

## 11. Version history

Version	Approved by	Approval Date	Details
1.0	Executive Management Committee	8 July 2016	Document creation and initial approval
1.1	Executive Management Committee	18 October 2016	Minor changes to better align to new HESF2015 standards
1.2	Executive Management Committee	2 November 2018	Scheduled review
1.3	Executive Management Committee	19 August 2019	Minor changes to process for approval to issue awards
1.4	Executive Management Committee	16 August 2021	Scheduled review
1.5	CEO	7 July 2023	Minor Change of document owner. CEO reviewed the policy and extended the review date to 7 July 2024

Document owner: Registrar