

# Graduation and Conferral Policy and Procedure

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## Purpose

This Policy and Procedure sets out how Australia Institute of Future Education (**AIFE**) will ensure the integrity of the qualifications awarded to students, including the process for approving students to graduate with a qualification, authenticating the certification documents issued and securing records of certification documents.

## Scope

This Policy and Procedure applies to:

- All AIFE staff (full-time, part-time, casual)
- Members of AIFE's Governing Bodies, and
- All academic certification.

## Policy

A qualification under the *Australian Qualifications Framework* (AQF) will be awarded to a student only when the student has fulfilled all requirements of the course to which the qualification is related.

AIFE issues certification documentation which is authenticable and consistent with applicable legislative requirements.

The Board of Directors is authorised to confer higher education awards to students.

## Procedure

### Award of Qualification

The Dean will provide a statement to the Academic Board outlining, for each student, their results against the requirements of the course and stating whether all other conditions for graduation have been fulfilled.

Students who have fully met the requirements of a course leading to a qualification issued by AIFE to the satisfaction of the Academic Board will be eligible to graduate, subject to paying all fees that are due and in the absence of any ongoing disciplinary action or investigation.

Upon recommendation by the Academic Board to the Board of Directors of eligible graduands, the Board of Directors will authorise conferral of awards.

AIFE will issue certification documents that clearly distinguishes AQF qualifications from non-AQF qualifications. AIFE will identify that the award is recognised under the AQF and use the appropriate AQF nomenclature.

A qualification awarded erroneously or on the basis of inaccurate or misleading information may be rescinded by the Board of Directors on the recommendation of the Academic Board. The recipient will be required to return the associated certification documentation.

### Certification Documentation

AIFE will issue to qualifying students, the following official documents:

- A testamur, and
- An academic transcript.

All certification documentation will state correctly:

- The full name of AIFE
- The full name of the person to whom the documentation applies
- The date of issue
- The name and office of the person authorised by AIFE to issue the documentation, and
- Where the qualification is recognised in the AQF, the testamur will be certified with either the logo of the Australian Qualifications Framework or the words, 'This qualification is recognised within the Australian Qualifications Framework'.

The specifications for a certification documentation are provided at Appendix 1.

AIFE will only issue certification documentations that are:

- Unambiguously issued by AIFE
- Readily distinguishable from other certification documents that AIFE may issue
- Protected against fraudulent issue
- Traceable and authenticable
- Designed to prevent unauthorised reproduction, and
- Replaceable by AIFE through an authorised and verifiable process.

Students who complete all the requirements for one or more units will be issued with a Statement of Attainment for the units undertaken.

## Graduation

Graduates will be invited to the earliest graduation ceremony after the Academic Board has recommended awarding the qualification to the Board of Directors, subject to payment of all fees due and the absence of any ongoing disciplinary action or investigation.

Graduates unable to attend a graduation ceremony will be graduated in absentia.

## Issuance of Certification Documentation

Testamurs, academic transcripts and Statements of Attainment will be issued within 20 working days after conferral, subject to all due fees being paid and in the absence of any ongoing disciplinary action or investigation.

Certification documentation will be issued directly to the recipient during a graduation ceremony or via registered mail if the graduate elects to graduate 'in absentia'.

A replacement of issued certification documentation may be obtained by the student by lodging a request with the Administration Manager and providing proof of identity, which could be a certified copy of the student's driver's licence or passport.

Replacement documentation will be identified as such by inclusion of the word 'Replacement' on the document, dated, and signed by the Administration Manager. The replacement will be issued within 20 working days of payment of the applicable fees.

## Records

Accurate and up-to-date records of the award of qualifications will be maintained in a register, which can be audited and identifies the holder and other relevant information included on certification documents.

## Appeals

Any complaints arising from the implementation of this Policy and Procedure may be addressed under the provisions of the *Student Grievance Policy and Procedure*.

If a student remains dissatisfied with the outcome of a complaint, they may appeal under the provisions of the *Student Appeals Policy and Procedure*.

## Responsibilities

The Board of Directors is responsible for:

- Overseeing a robust process for the award of formal qualifications and issuance of certification documentation
- Conferral of academic awards.

The Academic Board is responsible for:

- Satisfying themselves that students have satisfied the requirements for the course; and
- Recommending the award of qualifications to the Board of Directors.

The Dean is responsible for:

- Giving assurance to the Academic Board that all course requirements have been met, and
- Confirming that all records of completion are accurate.

The Administration Manager is responsible for:

- The issuance of academic certification in accordance with this Policy and Procedure
- The management of all controls to prevent, deter, and detect fraudulent issue of certification documentation.

## Definitions

For the purposes of this Policy and Procedure, the following terms are defined as follows:

Academic transcript or record of results	A record of all learning leading to an AQF qualification or an accredited unit in which a student is enrolled and is issued by AIFE.
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Australian Qualifications Framework	The national policy for regulated qualifications in Australian education which incorporates the qualifications from each education sector into a single comprehensive national qualifications framework.
AQF qualification	The result of an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF.
Award of a qualification	Occurs when a student has met the requirements of the qualification and the qualification is certified through the provision of a testamur.
Certification documentation	Set of official documents that confirms that a qualification has been completed and awarded to an individual.
Certification	The verification and authentication of a student's entitlement to a qualification.
Governing Bodies	Means the Board of Directors and its sub-committees, and the Academic Board and its sub-committees.
Graduate	A person who has been awarded a qualification by AIFE.
Qualification title	The nomenclature used for an AQF qualification that denotes the type, level and field of study/discipline of the qualification.
Statement of attainment	Recognises that one or more accredited units have been achieved.
Testamur	An official certification document that confirms that a qualification has been awarded to an individual.

### Version history

Version #	Changes	Approval Body	Approval Date
1.0	New policy	Board of Directors	14 June 2022

### Additional Information

Policy Status	Approved
Policy Owner	CEO
Next Review Date	3 years from Approval Date
Related Internal Documents	Student Appeals Policy and Procedure Student Grievance Policy and Procedure
Higher Education Standards Framework (Threshold Standards) 2022	Standards under Section 1.5

Other legislative or regulatory instruments

Australian Qualifications Framework

Warning - Document uncontrolled when printed! The current version of this document is maintained on the Australia Institute of Future Education's website at [www.aife.edu.au](http://www.aife.edu.au)

## Appendix 1. Specifications for Certification Documents

Testamur will contain the following:

- Full title of the qualification awarded, including the field or discipline of study
- If applicable, any subsidiary component of the qualification (such as an area of specialisation or a major study)
- 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)
- Certified with either the logo of the Australian Qualifications Framework or the words 'This qualification is recognised within the Australian Qualifications Framework'
- Signed by the Chair of the Academic Board and the Dean
- Affixed with the seal of Australia Institute of Future Education
- Unique document reference number
- Full name of the graduate
- Date of conferral
- Watermarked paper

Academic transcript will contain the following:

- 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 the course
- The grades and/or marks awarded for each unit undertaken and, if applicable, for the course overall
- Where grades are issued, an explanation of the grading system used
- If applicable, 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
- Any parts of a course or unit or assessment that were conducted in a language other than English (except for the use of another language to develop proficiency in that language)
- Signed by the Chair of the Academic Board and the Dean
- Affixed with the seal of Australia Institute of Future Education
- Unique document reference number
- Full name of the graduate
- Date of issuance

- Watermarked paper

Statement of Attainment will contain the following:

- The full name of all units of study undertaken and when they were undertaken and completed
- Credit granted through recognition of prior learning
- The grades and/or marks awarded for each unit undertaken
- Any parts of a unit or assessment that were conducted in a language other than English (except for the use of another language to develop proficiency in that language)
- Signed by the Administration Manager
- Affixed with the seal of Australia Institute of Future Education
- Unique document reference number
- Full name of the graduate
- Date of issuance
- Watermarked paper