

## C103 Graduation and Certification Policy

<b>Policy Category</b>	Governance	
<b>Responsible Officer</b>	General Manager	
<b>Review Date</b>	April 2027	
<b>Related documents</b>	Academic Progression Policy Records Management Policy Student Fees Policy	
<b>Version</b>	<b>Authorised by</b>	<b>Approval Date</b>
1.5	Corporate Board	15/08/2019

### 1. Context

This Policy supports the Australian Institute of Business Intelligence Higher Education’s (the ‘Institute’) commitment to a consistent and legitimate award, issuing and certifying of qualifications.

### 2. Definitions

Academic transcript: a record of all learning leading to an AQF qualification or an accredited subject in which a student is enrolled and is issued by an authorised issuing organisation.

Australian Qualifications Framework (AQF): Australia’s national policy for regulated qualifications. It encompasses higher education, vocational education and training and school education and provides for national recognition and a consistent understanding of what defines each qualification type.

Award: the conferral of a qualification to a student and certification of the qualification provided in a testamur.

Certification documentation: the set of official documents that confirms that a qualification has been completed and awarded to an individual.

Graduate: a student who was awarded a qualification by the Institute.

Graduating *in absentia*: being awarded a qualification at a graduation ceremony without the graduate being present.

Course: a course of study, comprising subjects of study, the successful completion of which results in the awarding of a qualification, such as a bachelor’s degree.

Qualification: the result of an accredited completion of learning that leads to formal certification that a student has achieved learning outcomes as described in the AQF.

Testamur: an official certification document that confirms that a qualification has been awarded to an individual.

### **3. Scope**

This Policy applies to Institute students and staff.

### **4. Policy Principles**

The key principles informing this Policy are:

- a transparent process for legitimate award of AQF qualifications;
- consistent issuance of certification documentation in accordance with regulatory requirements; and
- assurance of authenticity of certification issued by the Institute.

### **5. Policy Details**

#### **5.1. Approval of an Award**

- 1) The Education team will monitor course progress and produce a Course Completions Report with a list of students eligible for graduation for verification by the Academic Dean.
- 2) The Academic Dean will submit the Course Completions Report to the Academic Board.
- 3) The Academic Board will endorse the list of students eligible for graduation and table the list at the next Corporate Board meeting.
- 4) Upon receiving the endorsement from the Academic Board, the Corporate Board will confer the awards.

#### **5.2. Timeframes**

The deadline for conferral of students eligible for graduation is the date of the first Corporate Board meeting immediately following the conclusion of the trimester.

Additional students eligible for graduation may be conferred after the trimester conferral deadline if endorsed by the Chair of the Academic Board and approved out of session by the Corporate Board.

#### **5.3. Award**

Students who meet the academic and administrative requirements for completion are entitled to the award of the qualification to which the course leads.

Academic and administrative requirements for completion of a course are met when:

- academic requirements have been fulfilled;
- all due fees are paid; and
- the student's enrolment is not subject to, or undergoing a review which could lead to, suspension, deferral or cancellation.

A qualification may be revoked by the Corporate Board if awarded wrongly by the Institute, including:

- due to an administrative error;
- due to incorrect information provided by the student; and
- in any circumstances that did not satisfy the above academic and administrative requirements and that the Institute could not reasonably be aware of at the time of award.

#### **5.4. Graduation**

Graduates are presented with their certification documentation at the earliest graduation ceremony scheduled after they have met the academic and administrative requirements.

Graduates who do not attend the scheduled graduation ceremony will be graduated *in absentia*.

#### **5.5. Certification documentation**

Graduates are entitled to receive the following certification documentation:

- a testamur;
- an academic transcript; and
- an Australian Higher Education Graduation Statement.

Certification documentation follows regulatory requirements and adequately identifies the Institute as the issuer, the holder, and the AQF qualification awarded.

Certification documentation includes additional information to enable proper authentication and reduce fraudulent use.

#### **5.6. Replacement**

A graduate may obtain a replacement of issued certification documentation by making a request in writing to the Institute.

The Institute issues a first copy of certification documentation free of charge to students. Students will incur a charge for further copies.

#### **5.7. Records of certification documentation**

The Institute stores complete records of certification documentation to allow for authentication and verification in the student management system.

The Institute maintains an authenticated register with information on AQF qualifications issued by the Institute, information on the holders, and date of issue and award of the qualification.

### **6. Appeals**

Appeals concerning any decision taken in relation to this Policy should be made under the relevant *Complaints and Appeals Policy*, which can be accessed from the Institute's website. Overseas students may lodge an appeal with the Overseas Students Ombudsman.

## 7. References

*AQF Qualifications Issuance Policy*

*AQF Qualifications Register Policy*

*Higher Education Standards Framework (Threshold Standards) 2021 – Part A, Standards 1*

*Higher Education Standards Framework (Threshold Standards) 2021 – Part A, Standards 6.2*

## 8. Acknowledgements

In developing this Policy, the Institute acknowledges:

- *UNSW Sydney, Graduation Procedure;*
- *Curtin College, Awards and Graduation Policy;*
- *Think: Colleges, Graduation and Certification Policy;*
- *Macquarie University, Australian Higher Education Graduation Statement Policy;*
- *Western Sydney University, Graduation Policy;*
- *AQF Glossary of Terminology.*

### Document History:

Version	Date	Author	Reason	Sections
0.1	15/06/2018	Julien Marechal	First draft to satisfy TESQA registration requirements	All
1.0	12/07/2018	Julien Marechal	Amended as per Academic Board's comment at 09/07/18 meeting	5.5
1.1	08/08/2019	Julien Marechal	Revised in response to TEQSA feedback and approved by the Academic Board 8/8/19.	5
1.2	15/08/2019	Julien Marechal	Revised in response to TEQSA feedback and approved by the Corporate Board 15/8/19.	5.1
1.3	30/12/2019	Philippa Ryan	Amended to reflect new trading name 'Waratah Institute'.	All
1.4	04/01/2022	Zoe Williams	Amended to reflect new corporate name Australian Institute of Business Intelligence; abbreviated to the Institute and new logo; and updated references to the Higher Education Standards Framework 2021.	All

1.5	08/04/2024	Amon Broughton	Interim Policy Update: Updated to meet the requirements of the Company Constitution', addition of timeframes section, removal of annual requirement for ceremonies.	5.1, 5.2
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