


POLICY		
<p>Ref. to Legislative Frameworks:</p> <p>HESF 2021: Standard 1.5</p> <p>National Code 2018: Standard 7.1 – 7.6</p>	<p>Course Completion and Granting of Higher Education Awards Policy</p>	
Version: 2.2	<p>Approved by:</p> <p>Board of Directors</p>	<p>Issued on: 28/02/2023</p> <p>Review by: 28/02/2025</p>

Revision History

Current Version	Description of Change	Policy Developer	Effective Date
1.4	Signatories are updated.	General Manager, Operations and Risk Management	16/08/2018
2.0	Added – revocation of award	Chief Executive Officer	07/12/2019
2.1	Minor edits to reflect compliance	Chief Executive Officer	12/01/2020
2.2	Updated to HESF 2021, changed the definition of Completion Letter, added information on timeliness of issuance of documents, separated Eligibility to Graduate from Confirmation of Course Completion; changed the name of the policy from Issuance of Higher Education Testamurs, Graduation Statements and Official Academic Transcripts	Chief Executive Officer	14/02/2023

PURPOSE

This policy explains Academies Australasia Polytechnic (AAPoly) requirements for issuing Higher Education testamurs, graduation statements and/or academic transcripts to eligible graduands. The guidelines safeguard the authenticity and validity of AAPoly testamurs, graduation statements and academic transcripts in reference to the applicable regulatory standards.

POLICY STATEMENT

AAPoly awards Higher Education qualifications only to students who have fulfilled the requirements of an accredited course of study that leads to the qualification. The course of study is accredited by TEQSA and results in learning outcomes consistent with the appropriate classification in the Australian Qualifications Framework (AQF).

Successful completion of an accredited course of study renders a student eligible for authorised certification documentation that includes a testamur, an official academic transcript and an Australian Higher Education Graduation Statement (AHEGS). The outline and contents of an AHEGS are explained in the pursuant procedure.

AAPoly ensures that the certification documentation is distinguishable, protected against unauthorised reproduction or fraud, traceable and authenticable and comply with the relevant regulatory requirements.

SCOPE

This policy applies to Higher Education qualifications offered by AAPoly.

DEFINITIONS

Official Academic transcript	An official academic transcript is a formal record of a student's results for the duration of the student's enrolment in a course. This can be requested for an individual course or for all courses the student has enrolled in and issued at any time upon request.
Accredited course of study	An accredited course is a structured and integrated program of education consisting of a specified number of subjects or modules that lead to the award of a qualification.
Australian Higher Education Graduation Statement (AHEGS)	The AHEGS provides information on a student's higher education qualification, the institution at which the qualification was obtained and the Australian higher education system in one document. It is signed by the Chair of Academic Board and issued to the Graduands at the designated graduation ceremony or in absentia.

Completion Letter	A letter that confirms the completion of the course of study that is issued before the graduation ceremony.
Paradigm	Paradigm is AAPoly's Student Management System.
Qualification	The formal certification issued by a registered higher education provider, that a person has achieved all the requirements for an award as specified in a course accredited by the Tertiary Education Quality and Standards Agency (TEQSA).
TEQSA	The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national regulator of the higher education sector.
Australian Qualifications Framework (AQF)	The AQF is the national policy for regulated qualifications in Australian education and training. It comprises different qualification levels.
Testamur	A testamur states that an award (such as a degree) has been conferred to a graduand. The Higher Education testamur is signed by the Chair of Academic Board and Chair of the Board of Directors, or their nominees and issued to Graduands at the designated graduation ceremony or in absentia.

POLICY PRINCIPLES

1. AAPoly complies with the Higher Education Standards Framework in determining students' eligibility to graduate, conferring the awards and issuing testamurs and/or official academic transcripts. The regulatory requirements also apply to the issuing of an official academic transcript if a student withdraws from their enrolment at AAPoly, transfers to another registered provider or requests for a replacement.
2. The completion documents will be signed by those with delegated authority, namely.
 - a. Testamur – to be hand-signed by the Chair of the Academic Board and the Chair of the Board of Directors
 - b. Official Academic Transcript – to be electronically or hand-signed by the Academic Dean
 - c. Completion letter – to be electronically or hand-signed by the Chief Executive Officer or the Academic Dean.
 - d. Australian Higher Education Graduation Statement – to be electronically or hand-signed by the Chair of the Academic Board.
3. Each student is eligible for an official signed testamur at the successful completion of the entire course of study leading to an award. The testamur will be presented to the graduands during the AAPoly graduation ceremony, or posted upon request if the conferral is in absentia.
4. Students who complete one or more units of study that do not lead to the award of a qualification have access to official academic transcripts.

5. Higher Education graduates are eligible for testamurs and the Australian Higher Education Graduation Statements that conform to the requirements set by the Australian Government through the Department of Education.
6. Original testamurs are issued free-of-charge. There will be a fee for issuing a replacement testamur, as determined by AAPoly. Such a fee will be reasonable and reflect modestly the costs borne by AAPoly in the reissuance process. The procedure describes further the process to have a replacement certification documentation issued by AAPoly.
7. Graduands must acquit all outstanding academic and non-academic liabilities before their completion documents can be issued.
8. Testamurs and graduation statements will be recorded in the AAPoly Register of Qualifications.
9. Past graduates may apply for testamurs up to 30 years after their graduation, subject to verification of relevant data in Paradigm.
10. Testamurs are posted by registered mail on request (with associated fees paid) or collected in person with appropriate authorisation for student graduating in absentia.
11. The Board of Directors may revoke and require the surrender of an award if it is satisfied that a graduate acted dishonestly in relation to any material matter relied upon by the College in determining the graduate's eligibility for that award.
12. Where it is established that an error was made by which an award is conferred to a student who has not met the requirements to complete the award or if the award has been revoked by the Board of Directors, AAPoly will withdraw the award and require the student to return the testamur and all completion documents.

RESPONSIBILITIES

- The Board of Directors has the authority for the conferral of the awards.
- The Academic Board has delegated authority to confirm the academic eligibility of student for the conferral of the awards.
- The Academic Dean has the responsibility to maintain this policy and ensure that the templates of testamurs, Graduation Statements and official academic transcripts comply with this policy and the relevant regulatory requirements.

FEEDBACK OR QUERIES

Suggestions for improvement, questions or concerns in relation to this policy are to be emailed to the Academic Dean through academicdean@aapoly.edu.au. The Academic Dean will respond in writing within two (2) weeks from the receipt of the query or feedback, unless an immediate reply is necessary. The feedback or questions will be noted in the Continuous Improvement Registry and utilised in the quality assurance measures of AAPoly.

References

Source	Document Title
Internal	Issuance of Higher Education Testamurs, Graduation Statements and Official Transcripts Procedure
	<p>Relevant forms and templates</p> <ul style="list-style-type: none"> • AAPoly Australian HE Graduation Statement Template • AAPoly Graduation Application Form (HE) • Academic Transcript Template • Completion Letter Template (HE) • Register of Qualifications • Testamur Template • GPA Calculation Statement Template
External	Australian Qualifications Framework
	Higher Education Standards Framework
	National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students