


POLICY			
Ref. to Legislative Frameworks: HESF 2015: Standards 1.5, 1.4.4, 6.1, 6.2.1h, 2.2.3, and 5.3.4a	Course completion and granting of Higher Education Awards Policy		
Version: 1.2	Approved by: Board of Directors	Approved on: 10/01/2020 Review by: 10/01/2022	

Revision History

Version	Description of Change	Policy Developer	Effective Date
1.0	Draft	Chief Executive Officer	n/a
1.1	Draft amendments	Associate Academic Dean	n/a
1.2	Reference to enrolment variation controls	Chief Executive Officer	10/01/2020

PURPOSE

This policy explains Academies Australasia Polytechnic (AAPoly) requirements for course completion and the granting of Higher Education Awards.

POLICY STATEMENT

AAPoly awards Higher Education qualifications only to students who have fulfilled all the requirements of an accredited course of study that leads to the qualification. [§1.5.1] The course of study is accredited by TEQSA and results in learning outcomes consistent with the appropriate classification in the Australian Qualifications Framework. [§1.5.3]

The Board of Directors is accountable for ensuring that all qualifications are awarded legitimately. [§6.1, §6.2.1.h] It achieves this by obtaining and using information and academic advice provided to them by the Academic Board. [§6.1.3a] The Academic Board has delegated authority to confirm that the students who have completed the requirements of the Higher Education course have met the requirements of the course(s).

SCOPE

This policy applies to Higher Education qualifications offered by AAPoly.

DEFINITIONS

Higher Education Course	A course which is accredited by Tertiary Education Quality and Standards Agency
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.
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.
Normal cases	A variation of the Higher Education course rules of progression and completion affecting Year 1 or Year 2 subjects.
Exceptional cases	A variation of the Higher Education course rules of progression and completion affecting Year 3 subjects.

POLICY PRINCIPLES

1. AAPoly is registered by the Tertiary Education Quality and Standards Agency (TEQSA) to award higher education qualifications under the TEQSA Act (2011) and as recognised under the Australian Qualifications Framework (AQF);
2. The Board of Directors of AAPoly is accountable for the integrity of the awards to graduates of AAPoly's higher education courses and for ensuring that AAPoly complies with the the Higher Education Standards Framework (2015) in determining students' eligibility to graduate and the conferral of awards.

Eligibility for Course Completion

3. All eligible students are deemed to have completed the course when the course rules of progression and completion of that course have been met. [§1.4.3, §1.4.4]
4. The Academic Board confirms that each eligible student has completed all course completion requirements before submitting a list of candidates to the Board of Directors for conferral.
5. Any variation to standard course completion requirements require approval of the Academic Board with detailed evidence submitted by the Academic Dean, documenting the reasons for the variation/s, and how eligible students will demonstrate the course learning outcomes at the appropriate level, on a case by case basis.
6. Any student whose completion of the course has involved a variation of the course rules of progression and completion shall require evidence that appropriate academic judgment has been exercised by the Academic Dean (*for normal cases*) or the Academic Board (*for exceptional cases*) that ensures the variation is still consistent with demonstrating that all course learning outcomes have been achieved. All cases of academic judgment should be presented by the Academic Dean and approved by the Academic Board, including those approved by the Academic Dean by delegation.
7. If TEQSA approves the reaccreditation of a course, the College shall provide transitional arrangements that allow a student currently enrolled in the course to satisfy the changed requirements for the award.¹
 - a. If the course rules of progression for the course change, the rules that applied at the time a student first commenced study in that course will apply to that student throughout the student's period of study in that course, unless to do so would disadvantage the student.
 - b. Any such variations must not require a student to complete more subjects to meet the requirements of their course than were required under the rules which applied when the student first commenced studies.²

¹ <https://policies.scu.edu.au/view.current.php?id=00136>

² https://www.adelaide.edu.au/policies/669/all/?dsn=policy.version;field=data;id=27185;m=view#_Toc335392975

Conferral of Higher Education Awards

8. The Board of Directors is accountable for the conferral of all TEQSA accredited Higher Education Qualifications offered by AAPoly.
9. The Board of Directors delegates to the Academic Board the authority to confirm the eligibility of each candidate for graduation.
10. The Academic Board delegates to the Academic Dean the investigation of each candidate's eligibility and requires the Academic Dean to submit a Higher Education Course Completion Validation Form to the Academic Board setting out the basis for each candidate's eligibility to graduate in line with course completion requirements.
11. The Candidate's eligibility includes confirmation that a candidate has completed all course completion requirements and that any variations from the approved course rules have been approved by the Academic Dean (*for normal cases*) or by the Academic Board (*for exceptional cases*) as consistent with the requirements to demonstrate the course learning outcomes. [§1.4.4]. The Academic Board Chair then signs the Higher Education Course Completion Validation Form.
12. After scrutinising the documentation for each eligible candidate, the Academic Board prepares a Graduand Profile for the Board of Directors which sets out the details of all candidates including course completion requirements information, credit granted and academic performance, and makes a recommendation to the Board of Directors that the candidates are eligible to graduate.
13. The Board of Directors considers the Graduand Profile and assesses the rationale for decisions made by the Academic Dean and Academic Board around enrolment variations. If the Board of Directors is satisfied that each candidate is eligible to graduate as recommended by the Academic Board, grants approval to confer the higher education award to each candidate.
14. After the Board of Directors has approved the candidates to graduate, the completion documentation can be issued to the graduands.
15. The conferral of the award is scheduled according to the College's graduation calendar.
16. 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.

Authority and Delegations

- The Board of Directors has the authority for the conferral of the awards.
- The Academic Board has delegated authority from the Board of Directors to confirm the academic eligibility for the conferral of the awards.
- The Academic Dean has the responsibility to provide evidence to the Academic Board of a student's eligibility to graduate, which includes presenting any cases in which the student's eligibility involved the exercise of academic judgment for normal cases. The Academic Dean also is responsible to maintain this policy.

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	Version/Date
Internal	Issuance of Higher Education Testamurs, Graduation Statements and Official Transcripts Policy and Procedure	v2.0 10012020
	Relevant forms and templates	
External	Australian Qualifications Framework	2013 (2 nd edition)
	Higher Education Standards Framework	2015
	National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students	2018