


<b>PROCEDURE</b>		
Ref. to Legislative Frameworks: HESF 2015: Standard 1.5, 1.4.4, 6.1, and 6.2.1h	<b>Course completion and granting of Higher Education Awards Procedure</b>	
Version: 1.2	Approved by : Academic Dean	Approved on: 10/01/2020 Review by: 10/01/2022

### Revision History

Version	Description of Change	Procedure Developer	Effective Date
1.0	Draft	Chief Executive Officer	n/a
1.1	Revised Draft	Associate Academic Dean	n/a
1.2	New Procedure	Chief Executive Officer	10/01/2020

## PURPOSE

This procedure 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 procedure applies to Higher Education qualifications offered by AAPoly as set out in the Course Completion and Granting of Higher Education Awards Policy.

## DEFINITIONS

<b>Higher Education Course</b>	A course which is accredited by Tertiary Education Quality and Standards Agency
<b>Accredited course of study</b>	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.
<b>Qualification</b>	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).
<b>TEQSA</b>	The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national regulator of the higher education sector.
<b>Normal cases</b>	A variation of the Higher Education course rules of progression and completion affecting Year 1 or Year 2 subjects.
<b>Exceptional cases</b>	A variation of the Higher Education course rules of progression and completion affecting Year 3 subjects.

## PROCEDURE

1. At the end of each semester, following ratification and publication of results, the Student Services Officer compiles a list of students who have completed all course requirements for the higher education course in which they are enrolled.
2. The list of students, supported by their academic transcripts, is presented to the Program Director for review and validation.
3. The Program Director examines the academic transcripts of the students who have completed the course requirements against the course rules of progression and completion of the relevant course including any variations approved by the Academic Dean (*for normal cases*) or the Academic Board (*for exceptional cases*).
4. Using the Higher Education Course Completion Validation Form, a summary list of confirmed completing students and supporting details, including any previously approved enrolment variations, is provided to the Academic Dean within 5 working days of the receipt of the list.
5. The Academic Dean assesses each of the Higher Education Course Completion forms against the course rules of progression and completion of the relevant course. In the event that the Program Director reports in the Higher Education Course Completion Validation form of any enrolment variations, the Academic Dean must ensure that the variations were previously approved and evidence of the achievement of course learning outcomes is available for each student. [§1.4.4].
6. In compiling the supporting evidence for any enrolment variations, the Academic Dean must ensure that:
  - a. The varied course of study continues to comply with the total number of credit points required for the award of the degree.
  - b. The capstone subject(s) have been successfully completed (if relevant)
  - c. All the course learning outcomes are achieved, supported by the mapping for each individual student.
7. The Academic Dean signs off the student's course completion in the Higher Education Course Completion Validation form, for submission to the Academic Board.
8. If the Academic Dean rejects any of the course variations reported by the Program Director in the Higher Education Course Completion Validation form, the Academic Dean and Program Director decide on a study plan that allows the student to complete the course. The Academic Dean presents to the Academic Board the decision for the rejection and proposed study plan.
9. The Academic Board reviews the submission from the Academic Dean and on the basis of the Higher Education Course Completion Validation form assesses each candidate's eligibility for completion. If the Academic Board is satisfied, the Academic Board Chair signs the Higher Education Course Completion Validation form and develops a Graduand Profile for the Board of Directors that sets out the details of each candidate including credit granted and details of course completion against course requirements.
10. On the basis of the received confirmation from the Academic Board, the Board of Directors shall decide which candidates have met the requirements of the award.
11. Only candidates who have been approved by the Board of Directors will be eligible for the issuance of completion documents and the conferral of the 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 reporting any cases in which the student's eligibility involved the exercise of academic judgment. The Academic Dean has the responsibility to maintain this procedure.

## 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](mailto: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.

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## 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 Higher Education Course Completion Validation Form	
External	Australian Qualifications Framework	2013 (2 <sup>nd</sup> edition)
	Higher Education Standards Framework	2015
	National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students	2018