



Conferring and Issuing Awards Procedure

Policy Category	Governance
Code	GOVHE05
Owner	Principal
Responsible Officer	Principal
Approving authority	Principal
Contact Officer	Head of Academic Support and Student Services
Approval date	20 November 2019
Commencement date	21 November 2019
Review date	3 years – June 2022
Version	2019.2
Related Documents	Academic Misconduct Policy AQF Qualifications Issuance Policy AQF Qualifications Register Policy Australian Qualifications Framework (AQF) Request for Official Documents form Qualification Register

1. Purpose

This Policy and Procedure seeks to define the rules for the issuing of Australian Qualifications Framework (AQF) awards once a student has completed a course of study with the Australian Institute of Higher Education Pty Ltd ('the Institute').

2. Scope

This Policy and Procedure applies to all students at the Institute and relevant staff.

3. Definitions

See the *AIH Glossary of Terms* for definitions.

4. Actions and Responsibilities

4.1 Available Documentation

A student who is enrolled in an AQF qualification and has successfully completed all the requirements for the qualification is entitled to receive the following certification documentation upon award of the qualification:

- A Testamur
- Australian Higher Education Graduate Statement (AHEGS)
- An Academic Transcript
- An official completion letter

A student who has successfully completed part of the requirements of an AQF qualification in which they were enrolled but have subsequently withdrawn are entitled to receive:

- An Interim Transcript

4.2 Issuing of Interim Transcripts

Students wishing to obtain an Interim Transcript will need to pay a fee and complete a ***Request for Official Documents form***. The form should be returned to Student Services. Official documents may take up to five (5) business days to be produced. Students can collect the Interim Transcript from Student Services.

Students who have an outstanding debt to the Institute shall not be permitted to receive Interim Transcripts until such debts have been paid.

4.2 Identifying, Conferring and Issuing Awards

The following process will be followed for the identifying, conferring and issuing of awards. No Testamur or final Academic Transcript will be issued until this process has concluded:

- Following results release, the Head of Academic Support and Student Services or a delegated nominee will prepare a list of eligible graduands.
- The Head of Academic Support and Student Services will check each graduands suitability for the award and prepare a final list of eligible graduands. The Head of Academic Support and Student Services will then sign-off on the document and provide to the Principal.
- The Principal will conduct a final check of the graduands before signing of on the eligible graduands list.
- The eligible graduands list will be presented at the next scheduled Academic Board and upon approval, the Chair of the Academic Board will sign-off on the eligible graduands list and recommend the list to the Board of Directors for final approval.
- The Board of Directors will approve the list and the Chair of the Board of Directors will sign-off on the eligible graduands list officially conferring the awards.
- The Head of Academic Support and Student Services or a delegated nominee will create the Testamur and final Academic Transcript.
- The Head of Academic Support and Student Services or a delegated nominee will maintain a ***Qualification Register*** of all Testamurs issued.

Official documents will not be issued until up to 6 weeks after final results are released and have been approved by all parties.

Students will be advised of their eligibility to graduate by way of a graduation invitation. Students will be given an opportunity to nominate whether they will attend a graduation ceremony or graduate in absentia by signing and returning the appropriate form.

4.3 Coursework Awards

Application for Conferral of Award and eligibility

Applications for a posthumous award may be initiated by the representatives/family of the deceased student; or the Institution. Applications are to be submitted by the Principal for approval by the Chair of the Academic Board.

Applications may be raised to the Chair of the Academic Board if they meet one of the following criteria:

- a) The student successfully completed all the required units required of the coursework award they were enrolled, but had not yet graduated.

- b) The student successfully completed a minimum of **70% of the units** required for the coursework award they were enrolled including Advanced Standing.
- c) In the case of a degree with nested qualifications, if the student successfully completed all units required for the nested award, such as a Diploma or Associate Degree.
- d) In the case that a student had not met any of the criteria in a) – c), the Principal may recommend an honorary degree be awarded.

Approval process and collection of a Posthumous Award

After successfully approved and conferred by the Chair of the Academic Board, the Head of Academic Support and Student Services will manage the student records and awards. The records will indicate that the award was conferred posthumously. The Head of Academic Support and Student Services will ensure the decision as to the timing and method of collection of the Award will be at the sole discretion of the family. The options include:

- In absentia where the testamur is posted direct to the family or made available for collection from the Student Services; or
- At a graduation ceremony where a family member representing the deceased student.

Presentation of Awards

Awards may be issued:

- At a graduation ceremony.
- In person outside a formal graduation ceremony.
- By personal proxy with written permission from the student and personal identification displayed upon collection.
- In absentia by mail at the request of the student in writing upon receipt of a postage fee.

Testamurs and Australian Higher Qualification Graduate Statement will not usually be issued to students until after the graduation ceremony at which the award would otherwise have been presented unless approved by the Head of Academic Support and Student Services or Principal.

Re-issuing a Testamur

The Institute will reissue a Testamur in the following circumstances:

- When a request is made in writing to Student Services.
- When a replacement fee is paid.
- When the original is returned if possible. (In the case of a lost or destroyed award, this condition will not apply.)
- Upon receipt of a statutory declaration if a Testamur has been lost or destroyed.

The Head of Academic Support and Student Services will validate the re-issuing of an award by verifying the original issue of the award on the Qualification Register. The re-issued award will also be entered on the Qualification Register.

Qualification Register

In keeping with the principles of best practice and the requirements of the AQF Qualifications Register Policy, the Institute maintains a Qualification Register.

The Qualification Register will include the following for each qualification:

- Student's full name.

- Date of issue
- The award
- The date the award was approved by the Board of Directors (conferral date)

The Qualification Register will be kept and maintained by the Head of Academic Support and Student Services or a delegate nominee.

Award Amendments

All official documents will be issued in the legal name of the student at the time of conferral.

If a graduate provides evidence after issuance of the official final documents that their legal name was different to that provided at the date of conferral, the graduate may request that the official final documents be re-issued in the correct name. A fee will be charged for the re-issuance.

The original official documents are to be returned to the Institute.

5. Version Control

This Procedure has been endorsed by the Australia Institute of Higher Education by the Principal as at November 2019 and is reviewed every 3 years. The Procedure is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under 'Policies and Procedures'.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2016-2	Registrar	Updated template	6 July 2016	6 August 2016
2017-1	Ms. McCoy	Restructured document; added box to beginning Revised/edited content	1 March 2017	6 March 2017
2018-1	Registrar	Added available documents point 4.1 - AHEGS	12 December 2018	28 February 2019
2019-1	Registrar	Added Posthumous Award Procedure 4.3. Updated title from Chief Operating Officer to Executive Dean.	19 June 2019	20 June 2019
2019-2	Principal	Updated titles from Executive Dean to Principal and Registrar to Head of Academic Support and Student Services.	20 November 2019	21 November 2019