

## Conferral and Issuance Policy

Approved by	Council
Approval date	22 June 2024
Previous approval date(s)	29/3/2021
Date for Review	2029
Responsible Officer(s) and Committee(s)	Director of Student Services Student Support and Administration Committee
Related documents	AQF Document Issuance Policy
Higher Education Standards (2021)	1.5. Qualifications and Certification
National Code (2018)	Standard 2 Recruitment of an overseas student Standard 3 Formalisation of enrolment and written agreements

### 1. Purpose

- 1.1 The purpose of this policy is to define who is eligible to be conferred with an award and ensure the integrity of conferred awards in line with University College and statutory requirements.
- 1.2 This Policy outlines the end-to-end process for award conferral including:
- (a) identifying a student who can be marked as 'completed'
  - (b) providing to Academic Board a list of student names who are 'completed' and can now be approved as 'eligible to graduate'
  - (c) inviting those students 'eligible to graduate' to have their awards conferred by the Council either *in absentia* or in person via the next graduation ceremony
- 1.3 As per the *AQF Document Issuance Policy*, this Policy:
- ensures compliance with applicable standards
  - ensures integrity, authenticity, and security of award documents
  - assures qualifications conferred are genuine

## 2. Scope

2.1 This policy and procedure applies to:

- (a) all staff of the University College and its Member Institutions involved in assessing student records to be marked as 'complete', approved as 'eligible to graduate' or for award 'conferral'
- (b) all enrolled students at University College and through one of its Member Institutions who are in the process of completing their studies and are seeking award conferral
- (c) all approved awards offered by the University College which are conferred by the authority of Council upon recommendation of Academic Board.

2.2 This policy and procedure does not apply to:

- (a) those individuals who complete units of study not leading to the completion of an award such as cross institutional study or audit participation (Note: individuals who complete cross institutional units of study will be provided with a Record of Study on completion of relevant units)

## 3. Definitions

The Policy Document Glossary applies to this policy.

The following definitions also apply to this policy:

Term	Definition
<i>Academic Documents</i>	The official documents that a student receives when their award is conferred. This includes: <ul style="list-style-type: none"><li>• Testamur</li><li>• Transcript (i.e. Record of Results)</li></ul>
<i>Academic Transcript</i>	An official 'Record of Results' produced by the University College that contains the essential academic data pertaining to a particular student as outlined in the requirements of the <i>Higher Education Standards Framework (2021)</i> , Section: 1.5. Qualifications and Certification.
<i>AHEGS</i>	<i>Australian Higher Education Graduation Statement</i> A statement issued to a graduate of an AQF qualification providing information to supplement the Testamur and record of results, ensuring that students, employers, industry and professional associations understand the qualification. Issued for each award conferred.
<i>Award</i>	A Higher Education degree approved by Academic Board which may be conferred to a student by Council after successful completion.

<i>Completed</i>	<p>A status which identifies that a student has fulfilled all requirements of an award, has met all financial obligations and has no outstanding academic decisions or disciplinary action against them.</p> <p>In order to be marked as 'completed', a student's record must be checked against the course requirements of their enrolled award and have this confirmed by the Director of Student Services and through a report to the SSAC.</p> <p>Once 'completed', the student's name is presented to the Academic Board to be approved as 'eligible to graduate' and invited to have their award conferred at the next Conferral Date either <i>in absentia</i> or in person.</p>
<i>Conferral</i>	The act of granting an award to a student either in person or <i>in absentia</i> after completion of their program requirements.
<i>Conferral Date</i>	The date on which an award was conferred to a student either as part of a Graduation Ceremony or at a regularly scheduled meeting of the Council. The same Conferral Date also appears on the academic documents supplied to the student.
<i>Eligible to Graduate</i>	Once it has been confirmed that a student is 'completed', the student's name is presented to the Academic Board to be approved as 'eligible to graduate' and invited to have their award <i>conferred</i> by Council at the next Conferral Date either <i>in absentia</i> or in person at a Graduation Ceremony.
<i>Graduation Ceremony</i>	The in-person event in which eligible students have their awards conferred by the Council.
<i>In absentia</i>	<p>Graduating <i>in absentia</i> means a student does not attend a Graduation Ceremony have their award conferred and to receive their official Academic Documents.</p> <p>Students can also nominate to have their award conferred <i>in absentia</i> during a scheduled meeting of the Council with the Academic Documents being supplied to the students at a later date via other means.</p>
<i>Recognition Service</i>	An event held by a Member Institution where they recognize those students who have already had their awards conferred <i>in absentia</i> by the University College.
<i>Testamur</i>	An official document that is binding and certified by the University College and issued to the students on conferral of a higher education award that contains all essential data as outlined in the requirements of the <i>Higher Education Standards Framework (2021)</i> , Section: 1.5. Qualifications and Certification.

## 4. Statements and Objectives

- 4.1 A student is eligible for the conferral of an award only once all approval processes have been finalised.
- 4.2 Approval processes and responsibilities include:
- (a) Member Institutions have the responsibility of identifying students who have completed course requirements and recommending their student records be assessed by the Director of Student Services
  - (b) the Director of Student Services is responsible for assessing student records and for reporting to the list of student names to the Student Services and Administration Committee for confirmation to the Academic Board.
  - (c) The Academic Board has the responsibility to approve students as 'eligible to graduate' and for reporting this list of student names to the Council for confirmation of Conferral.
  - (d) The Member Institution has the responsibility of informing approved students of the next available Conferral Date and for ensuring that students are 'invited to graduate'.
  - (e) Students must elect their Conferral Date and whether they will graduate *in absentia* or as part of a Graduation Ceremony. If part of a Graduation Ceremony the student must pay the applicable fees.
  - (f) The Director of Student Services is responsible for the production and distribution of the Academic Documents to the students as appropriate to the student's nominated choice.
- 4.3 Member Institutions must not put forward students for completion who
- (a) have outstanding financial obligations or pending academic decisions including disciplinary actions
  - (b) have any active or enrolled units of study (all units of study must be completed)
  - (c) have not yet handed in final submissions and therefore have not yet had their grades moderated
- 4.5 All approved awards offered by the University College are conferred by the authority of Council upon recommendation of Academic Board.
- 4.6 Conferral of awards occurs on a scheduled Conferral Date as outlined in the University College Calendar. A conferral date may occur either as:
- (a) a nominated date for a Graduation Ceremony; or
  - (b) a scheduled meeting of the Council
- 4.7 Students may choose to have their awards conferred during a Graduation Ceremony (either face-to-face or *in absentia*), or at a scheduled meeting of the Council (*in absentia* only).

- 4.8 Where a student has chosen an *in absentia* award conferral, their academic documents will be supplied by the Office of the Dean to the student either via:
- (a) registered mail
  - (b) in person collection by the student at the Office of the Dean
  - (c) delivery by a nominated staff from either their enrolled Member Institution or the Office of the Dean
- 4.9 When a Member Institution has chosen to host a Recognition Service of students who have already had their awards conferred by the University College, students may request to have their *in absentia* documents supplied directly to their Member Institution for presentation during the Recognition Service being held by the Member Institution.
- 4.10 An award is generally conferred in the year that eligible students are approved by Council as having fulfilled course requirements unless the student has opted to wait for a Graduation Ceremony for award conferral. Students may request for awards to be conferred in periods greater than 12 months by making direct application to the Office of the Dean who will consider the request for approval.
- 4.11 Where a student has passed away before award conferral has occurred, the award will be conferred posthumously by presentation to a member of the deceased's family either at a Graduation Ceremony or *in absentia*
- 4.12 At award conferral Academic Documents are supplied to each graduate including a Testamur and Academic Transcript. Academic Documents are embossed with the University College Seal and are signed by the relevant representatives of both the University College and the Member Institution through which the student was enrolled.
- 4.13 Replacement documents are issued by the Director of Student Services upon submission of an application and payment of the prescribed fee. Requests for Testamur replacements must be accompanied by a Statutory Declaration indicating the reason a replacement is required.
- 4.14 Individuals who complete cross institutional units of study not leading to a University College award will be provided with a Record of Studies on completion of the relevant units.