



# Graduation and Awards Policy and Procedure

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## CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	POLICY STATEMENT .....	1
4	PROCEDURES.....	1
5	RESPONSIBILITIES .....	5
6	DEFINITIONS .....	5
7	RELATED LEGISLATION AND DOCUMENTS .....	5
8	FEEDBACK.....	6
9	APPROVAL AND REVIEW DETAILS.....	6

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## 1 PURPOSE

- 1.1 The purpose of this policy and procedure is to define the rules for the issuing of AQF<sup>1</sup> awards once a student has completed a course of study with Polytechnic Institute Australia ('PIA').
- 1.2 This policy and procedure is designed to align to the *AQF Qualifications Issuance Policy* and the Higher Education Standards Framework.

## 2 SCOPE

- 2.1 This policy and procedure applies to all students at PIA, and to all staff involved in the graduation and awards process.

## 3 POLICY STATEMENT

- 3.1 This policy and procedure seeks to ensure that all awards issued by PIA are unambiguous, uniquely identified, authoritative, and protected from fraudulent issue.

## 4 PROCEDURES

### Eligibility to Graduate and Approval to Issue an Award

- 4.1 The Discipline Head will monitor student progress and verify that a student has satisfactorily completed all the requirements of the course in which they are enrolled, before compiling a list with a recommendation to the Learning and Teaching Committee that the listed students be awarded a qualification. The Learning and Teaching Committee will approve the list of students who are eligible to graduate and table the approved list at an Academic Board meeting. Upon advice from the Academic Board, the Board of Directors will approve the issuing of the awards.
- 4.2 Following approval by the Board of Directors, the Registrar will create the necessary documentation as detailed in Sections 4.8 and 4.9.
- 4.3 Students will be advised in writing of their eligibility to graduate. Students will be given an opportunity to nominate whether they will attend a graduation ceremony or graduate in absentia (refer also Section 4.14).

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<sup>1</sup> Australian Qualifications Framework [www.aqf.gov.au](http://www.aqf.gov.au)



## Graduation and Awards Policy and Procedure

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- 4.4 Students who have an outstanding debt to PIA shall not be permitted to receive their award until such debt has been paid.
- 4.5 Students who are enrolled in a higher qualification but have completed the requirements of a nested award within that qualification are not eligible for the award of the nested qualification unless they withdraw from the course in which they are enrolled. Following the withdrawal, the student will be eligible to graduate with the highest nested qualification for which they have completed all course requirements.
- 4.6 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; and
  - an Academic Transcript.
- 4.7 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 Academic Record.

### Testamur - Specifications

- 4.8 A Testamur will contain the following information:
- the legal name of PIA;
  - the trading name of PIA;
  - PIA's ABN;
  - PIA's address and contact details, including website;
  - PIA's CRICOS provider code;
  - PIA's logo, to ensure authenticity;
  - the graduate's full name;
  - the full title of the AQF qualification;
  - the date of the award or date of conferral;
  - the names, titles and signatures of the persons authorised to sign the document;
  - the corporate seal and/or unique watermark;
  - the AQF logo or the words 'The award is recognised within the Australian Qualifications Framework'; and
  - a unique certificate number.

### Academic Transcript - Specifications

- 4.9 An Academic Transcript will contain the following information:
- the legal name of PIA;
  - the trading name of PIA;

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**Page 2 of 6**

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## Graduation and Awards Policy and Procedure

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- PIA's ABN;
- PIA's address and contact details, including website;
- PIA's CRICOS provider code;
- PIA's logo, to ensure authenticity;
- the student's full name;
- the student number;
- the qualification title the student is enrolled in;
- for each unit of study attempted:
  - the study period in which the unit was undertaken;
  - the unit code;
  - the unit name;
  - the credit points allocated to the unit; and
  - the result for the unit;
- date of issue;
- date of graduation; and
- the name, title and signature of the person(s) authorised to sign the document;

4.10 The AQF logo must not be used on an Academic Transcript.

### Qualifications Register

4.11 In keeping with the principles of best practice, PIA maintains the following:

- A Register of all qualifications which PIA is authorised to issue.
- A Register of all qualifications issued to graduates.

4.12 The *Qualifications Register* will include the following for each qualification:

- Qualification title.
- Student's full name.
- Date of conferral.
- Certificate number.

4.13 The *Qualifications Register* will be kept and maintained by the Registrar and is recorded within the student management system.

### Presentation of Awards

4.14 Awards may be issued:

- at a graduation ceremony; or

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**Page** 3 of 6

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## Graduation and Awards Policy and Procedure

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- in absentia (by mail) at the request of the student in writing.

4.15 Awards will not be issued to students until after the graduation ceremony at which the award would otherwise have been presented.

### Revocation and Return of Awards

4.16 PIA may revoke an award where it becomes evident that the award was inappropriately obtained through fraud or dishonesty.

4.17 PIA will require an award to be returned in the following circumstances:

- where 4.16 applies;
- when a request has been received to reissue an award because the original award has been damaged, or there has been a change in legal name of the graduate;
- the award has been issued with error; or
- an award has been presented for a nested qualification prior to the granting of the higher award.

### Re-issuing a Testamur and/or an Academic Transcript

4.18 PIA will reissue a graduate's certification in the following circumstances:

- when a request is made in writing to the Registrar;
- when a replacement fee is paid; or
- when the original is returned (if possible).<sup>2</sup>

4.19 The graduate will provide in writing the reasons why replacement certification is required. This request must include all relevant details of the graduate (full name, student identification number, name of the qualification, and date, or approximate date, that certification was issued).

4.20 Where the original certification cannot be returned, the written request for the re-issuing of an award must be made as a Statutory Declaration.

4.21 In the case of a former student who has successfully completed part of the requirements of an AQF qualification, a new Academic Record will be issued following the same procedure as outlined above.

4.22 The Registrar will validate the re-issuing of a graduate's qualification by verifying the original issue of the award on the *Qualifications Register*.

4.23 It is not the Institutes policy to automatically reissue a testamur following a change of name. This is because the testamur is a legal document issued under the Common Seal of the Institutes on a particular date and under a specific name and, once issued, it cannot be altered. Testamurs are only reissued in rare and extenuating circumstances and fees apply.

### Retention of Records

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<sup>2</sup> In the case of a lost or destroyed award this condition will not apply.



## Graduation and Awards Policy and Procedure

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- 4.24 PIA will retain sufficient student records through the student management system to ensure that Academic Transcripts and Testamurs are able to be reproduced at any time.

### 5 RESPONSIBILITIES

- 5.1 The Registrar is responsible for the implementation of this policy and procedure and for ensuring that staff, graduates and former students are aware of its application and procedures.

### 6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the PIA glossary.

### 7 RELATED LEGISLATION AND DOCUMENTS

#### Documents

Graduation Register

#### Higher Education Standards Framework

- 7.1 This policy and procedure complies with the Higher Education Standards Framework (Threshold Standards) 2015, Standard 1.5, which states:
4. Awardees of qualifications are issued with authorised certification documentation including a testamur, and either a record of results or an Australian Higher Education Graduation Statement (graduation statement) that state correctly:
    - a. the name of the registered higher education provider issuing the documentation;
    - b. the full name of the person to whom the documentation applies;
    - c. the date of issue;
    - d. the name and office of the person authorised by the higher education provider to issue the documentation; and
    - e. if the qualification is recognised in the Australian Qualifications Framework, the testamur and/or the graduation statement is certified with either the logo of the Australian Qualifications Framework or the words, 'This qualification is recognised within the Australian Qualifications Framework'.
  5. All certification documentation issued by the higher education provider is:
    - a. unambiguously issued by the registered higher education provider;
    - b. readily distinguishable from other certification documents issued by the higher education provider;
    - c. protected against fraudulent issue;
    - d. traceable and authenticable;
    - e. designed to prevent unauthorised reproduction; and
    - f. replaceable by the higher education provider through an authorised and verifiable process.
  6. Testamurs state correctly, in addition to the requirements for all certification documentation:
    - a. the full title of the qualification awarded, including the field or discipline of study;
    - b. any subsidiary component of the qualification (such as integrated honours, an area of specialisation or a major study); and
    - c. if any parts of the course of study or assessment leading to the qualification were conducted in a language other than English, except for the use of another language to develop proficiency in that

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**Page** 5 of 6

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Polytechnic Institute Australia Pty Ltd.

ABN: 34 145 333 795 Provider Number PRV14049 CRICOS 03535M



## Graduation and Awards Policy and Procedure

language.

7. Records of results state correctly, in addition to the requirements for all certification documentation:
  - a. the full name of all courses and units of study undertaken and when they were undertaken and completed;
  - b. credit granted through recognition of prior learning;
  - c. the weighting of units within courses of study;
  - d. the grades and/or marks awarded for each unit of study undertaken and, if applicable, for the course overall;
  - e. where grades are issued, an explanation of the grading system used where a course of study includes a significant particular focus of study such as honours, an area of specialisation or a major study, a definition of that component of significant focus; and
  - f. any parts of a course or units of study or assessment that were conducted in a language other than English, except for the use of another language to develop proficiency in that language.

### 8 FEEDBACK

- 8.1 PIA staff and students may provide feedback about this document by emailing [policy@pia.edu.au](mailto:policy@pia.edu.au).

### 9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Board of Directors
Administrator	Academic Board

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**Page** 6 of 6

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