Graduation and Awards Policy (Higher Education)

Date first approved:	28 May 2018
Date of effect:	28 May 2018
Date last amended:	2 September 2024 16 April 2026
Date of next review:	2 September 2027
Approved by	Stanley College Academic Board
Authorised Officer	Academic Registrar
Supporting documents, procedures and forms of this policy	Graduation and Awards Procedure Fraud and Mismanagement Policy and Procedure Student Fees Policy and Procedure Student Progress Policy and Procedure Student Complaints and Appeals Policy and Procedure Testamur Request Form Academic Transcript Request Form
Related Legislation	Higher Education Standards Framework 2021 *Tertiary Education Quality and Standards Agency (TEQSA) Act 2011* AQF Qualifications Pathway Policy AQF Qualification Issuance Policy
Audience	Public

1. PURPOSE

1.1 This policy provides a framework for awarding higher education awards at Stanley College and for creating the associated documentation.

2. SCOPE

2.1 This policy applies to all staff of higher education at Stanley College that are involved in conferral of higher education awards and their documentation.

3. DEFINITIONS

Academic Transcript	A record of all learning leading to an AQF qualification or an accredited course in which a student is enrolled and is issued by an authorised issuing organisation.
Australian Qualifications Framework (AQF)	The AQF is the national policy for regulated qualifications in Australian education and training in Australia. It comprises different qualification levels.
Award	An accredited higher education qualification which is conferred by the Board of Directors.
Graduand	A student who has completed all of the requirements for a course but has not yet been formally awarded the degree.
Graduate	A student who has completed all of the requirements for a course and who has been formally awarded the degree.
Testamur	An official certification document that confirms that a qualification has been awarded to an individual.

4. POLICY PROVISIONS

Principles

4.1 This policy provides staff and students with clear guidelines on eligibility and conferral of awards.

4.2 The College is committed to ensure:

a. Graduands have completed all course requirements leading to a higher education award;
b. All documentation is certified and produced in a controlled manner, including any replacement documentation;
c. Conferral of awards is fair and equitable and made in a timely manner;
d. Any transitional arrangements resulting from discontinuance of courses are transparent, fair and equitable, and
e. All graduation and awards documentation complies with the Australian Qualifications Framework (AQF) and the *Higher Education Standards Framework 2015*.

Eligibility to Graduate

4.3 Students are only eligible to receive a Testamur for their award on completion of all requirements of the course. Students must apply before the published cut-off date to receive a Testamur and Official Academic Transcript using the *Testamur Request Form* and *Academic Transcript Request Form*. Students must have met all requirements and finalised all financial matters prior to the published cut-off date to ensure a place at the Graduation Ceremony.

4.4 The Academic Registrar is responsible for determining whether students have completed all course requirements.

Graduation Approval

4.5 The Academic Registrar is responsible for the preparation of a Graduation Report for the Academic Board's consideration.

4.6 Once this report has been presented to the Academic Board, the Board will ensure a student has completed all course requirements. The Academic Board makes recommendations to the Board of Directors, who confers the award on the student. Once the Board of Directors has approved the graduand's eligibility for the award, the Testamur and Official Academic Transcript may be issued. These will either be presented at the Graduation Ceremony or mailed to the student.

Graduation Ceremony

4.7 Higher Education award certification may be presented at the Graduation Ceremony. Higher Education students who do not attend a Graduation Ceremony will be noted as being in absentia and their Testamur will be posted to their postal address recorded in the Student Management System within 30 working days of the ceremony.

Degrees – Requirements to Graduate

4.8 To be conferred the award of a Bachelors degree, students must:

a. Complete a total of 240 credit points
b. Complete the required core units as specified in the Course Outline.

4.9 To be conferred the award of a Masters degree students must:

a. Complete a total of 160 credit points
b. Complete the required core units as specified in the Course Outline

4.10 The official Award abbreviations are:

a. BBus. BCos and BICT, as well as MBus

5. CERTIFICATION

5.1 Official Academic Transcripts

a. Academic Transcripts shall be produced in accordance with the Qualification Standards that form part of the *Threshold Standards*, and the *AQF Qualification Issuance Policy*.

b. Official Academic Transcripts shall be printed on secure paper to prevent fraudulent reproduction. The transcripts shall contain the company seal and be signed by the appropriate delegate, as approved by the Board of Directors.

c. Students may request an official Academic Transcript at any time after completing at least one unit of study.

d. The College will ensure the Academic Transcript cannot be mistaken for a Testamur for a full AQF qualification. The Academic Transcript shall be produced as outlined in Graduation and Awards Procedure.

5.2 Testamur

The Testamur shall be produced in accordance with the Qualification Standards that form part of the Threshold Standards, and the AQF Qualification Issuance Policy. The Testamur shall be printed on secure parchment by using the company logo as a watermark to avoid fraudulent reproduction. The information shall appear on Testamurs as outlined in Graduation and Awards Procedure.

5.3 Replacement Documentation

The Academic Registrar may approve the issue of a replacement Testamur if the original is lost, stolen, mislaid, damaged, required due to change of name or destroyed.

5.4 Unofficial Academic Transcripts

a. At the conclusion of each teaching period, a student's academic results shall be recorded against their academic record. A student may request a copy of their academic record prior to completion of the course.

b. An Unofficial Academic Transcript can be requested by a student at any time during their period of study by contacting the Academic Registrar. Unofficial Academic Transcripts do not contain the College company seal nor an authorising signature from the Chair of the Board of Directors. The Unofficial Academic Transcript will be signed by the Academic Registrar. Unofficial Academic Transcripts are not accepted for official transactions. This type of request does not attract a fee.

6. TRANSITION ARRANGEMENTS

If core units have been discontinued, or there has been a change to credit point allocation for units, a student must be deemed by the Academic Board, as having completed all required core and other units in order to be conferred the award.

7. APPEALS

Appeals against a decision not to issue, re-issue or replace a Testamur may be lodged with the Academic Registrar, who will submit it to the Chair of the Academic Board for consideration. Refer to the *Student Complaints and Appeals Policy*.

8. VERSION HISTORY

Version	Date	Changes Summary
1.0	28/05/2018	Date first approved
2.0	28/09/2021	Updated section 'Related Legislation'
3.0	02/09/2024	Scheduled review
3.1		Minor changes
3.2		Minor Changes
3.3	06/07/2026	Update sections 'Supporting documents, procedures & and forms of this policy', 4.7 Updated the title 'Registrar' to 'Academic Registrar'
3.4	07/07/2026	Minor change