Graduation and Awards Procedure (Higher Education)

Date first approved:	28 May 2018
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Date last amended:	07 July 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 procedure	Graduation and Awards Policy 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. Graduation Approval

1.1 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*.

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

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

1.4 Once this report has been presented to the Academic Board, the Board will ensure that a student has completed all course requirements.

1.5 The Academic Board makes recommendations to the Board of Directors, who confers the award on the student.

1.6 Once the Board of Directors has approved that the graduand is eligible for the award, the Testamur and Official Academic Transcript may be issued, as per the *Graduation and Awards Policy*.

1.7 The Testamur and Official Academic Transcript will either be mailed to the student by the Academic Registrar or presented at the Graduation Ceremony.

2. Graduation Ceremonies

2.1 Awards may be issued:

a. At a graduation ceremony;
b. In person outside a formal graduation ceremony with personal identification displayed upon collection from the Academic Registrar Office; or
c. In absentia (by mail) at the request of the student in writing by submitting a *Testamur Request Form*.

2.2 Testamurs will not be issued to students after the graduation ceremony at which the award would otherwise have been presented unless approved by the Academic Registrar.

2.3 Invitations for graduands will be sent by the Academic Registrar and will provide information surrounding the ceremony.

2.4 Students attending the Graduation Ceremony must wear the graduation gown and comply with all ceremony requirements.

2.5 Attendees from Stanley College will be invited and will include the:

a. President;
b. Dean, Higher Education;
c. Chair of Board of Directors;
d. Chair of Academic Board, and
e. Stanley College staff.

2.6 The following charges apply for the Graduation Ceremony:

a. Graduation gown hire $50 (non-refundable); and
b. Refundable deposit $50.

3. Academic Transcripts

3.1 The following information shall appear on Academic Transcripts:

a. Name of the Graduate receiving the award as per the Student Information System;
b. Approved award title in full, in which the student was enrolled;
c. Approved title of all accredited completed units and relevant grade for each unit;
d. Grade point average;
e. Credit points granted to the award for advanced standing, RPL or other credit, including dates, name of institution, and other relevant information;
f. The weighting of units within the course;
g. An explanation of the grading system used by Stanley College;
h. Date of issue;
i. The date that the Board of Directors approved for the conference of the Award;
j. Signed by the appropriate delegate, as approved by the Board of Directors.
k. Student identification number; and
l. The College name and logo.

4. Testamur

4.1 The flowing information will appear on Testamurs:

a. Name of the Graduate receiving the award as per the Student Information System
b. The statement "having fulfilled the requirements prescribed by the Institute is granted the …"
c. Approved award title in full, in which the student was enrolled
d. The date that the Board of Directors approved conferral of the Award
e. The signatures of the CEO and the Chair of the Board of Directors
f. Student identification number
g. Testamur identification number
h. The College's name, company seal and logo
i. Australian Qualifications Framework (AQF) logo or the words 'The award is recognised within the Australian Qualifications Framework'

4.2 Each graduate will be issued a unique identifier in the form of a Testamur number that will be recorded by the College Student Administration and will appear on both the Testamur and Academic Transcript for the student.

5. Unofficial Academic Transcripts

5.1 A student at any time during their period of study can apply for an Unofficial Academic Transcript by contacting the Academic Registrar.

5.2 The Unofficial Academic Transcript will be signed by the Academic Registrar.

6. Replacement Documentation

6.1 Students must apply for a replacement testamur by submitting the *Replacement Testamur Form.*

6.2 The form must be submitted to the Academic Registrar in person or by e-mail, and include:

a. Proof of identification
b. Student ID number
c. Date of Birth

d. Place of Birth
e. Residential Address
f. Commonwealth Higher Education Student Support Number (CHESSN) (if applicable)

6.3 A replacement fee for the reproduction of documentation is specified in the *Student Fees Policy.*

6.4 The Academic Registrar may approve the issue of a replacement Testamur if the original is:
a. Lost, stolen, mislaid or destroyed. In this case the application must be accompanied by a Statutory Declaration indicating the reason for needing a replacement Testamur.
b. Damaged. In this case, the original damaged Testamur must be returned prior to issue of the replacement. A Statutory Declaration is not required.
c. Required because of a change of name. In this case certified copies of proof of name change documents and the original Testamur must be attached.

6.5 Replacement testamurs may be provided to graduates via one of the following options:
a. Collection by the graduate from the College Student Administration. The graduate is required to provide photographic identification such as a driver's license or a student card and must complete a collection form; OR
b. Collection by another person (agent) on behalf of the graduate. Written authorisation is required from the graduate, and the agent must provide relevant photographic identification; OR
c. Posting to the graduate by Registered Mail.

6.6 A graduate who applies for a replacement Testamur in the event of the loss of the original must sign an agreement that if subsequently the original document is located, the replacement Testamur must be returned to the College.

6.7 The replacement Testamur must include the following additional information:
a. A new Testamur identification number;
b. The new Testamur number shall be recorded in the same fashion as the original;
c. The date for which the replacement documentation is issued as well as the date the original documentation was issued.

6.8 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 Complaint and Appeals Policy and Procedure*.

7. 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		Minor changes
3.1		Minor changes
3.2		Minor changes
3.3	07/07/2026	Update sections 'Supporting documents, procedures & and forms of this policy' with the correct policy names referred within the section. The name 'Registrar' was updated to 'academic Registrar'