

# Conferring Qualifications Policy

## 1. Purpose and Scope

- 1.1 The Conferring Qualifications Policy sets requirements for:
  - 1.1.1 the awards and award levels of AIAT ensuring they are conferred only on students who have met the requirements of the course that leads to the award;
  - 1.1.2 the award documentation issued to graduates, ensuring that is consistent with:
    - a. the Australian Qualifications Framework (AQF), and
    - b. the Higher Education Standards Framework (Threshold Standards) 2021 Section 1.5;
  - 1.1.3 the rescinding of awards.
- 1.2 This policy applies to all awards issued by AIAT, all graduands and graduates, and to all staff involved in the work of confirming students' completions and issuing award documentation.

## 2. Definitions

Refer to *Glossary of Terms* for commonly used terms. The definitions below are those specific to this policy.

**Academic Transcript** - A list of subjects undertaken, and results achieved by a student,.

**Award** - A degree recommended by Academic Board which may be conferred or granted by the Board of Directors.

**Completion** - Where a student has fulfilled all requirements of an award.

**Conferral** – The act of granting an award to a student by the Board of Directors.

**Graduand** - A person who has completed all the requirements for an award but has not had the award conferred upon her/him.

**Statement of Academic Completion** - A statement authorised by the Head of Institute, that a student has completed all requirements of a course and a copy of their certified transcripts.

**Statement of Attainment** - A statement listing one or more subjects that a student has achieved. It is only issued where a student has not completed a whole AQF program, as per the AQF Issuance Policy.

**Testamur** - A document that is binding on and certified by AIAT and issued to the students on conferral of a higher education award.

## 3. Policy Statement

- 3.1 AIAT grants awards only if a program of study leads to the award of that qualification and all of the requirements of the program of study have been fulfilled.
- 3.2 A student who has fulfilled all of the requirements for an award is confirmed as eligible to graduate and becomes a graduand of AIAT.
- 3.3 Awards are conferred by the Board of Directors.

## 4. Policy Principles

- 4.1 Students are eligible to graduate with an award if they:
  - 4.1.1 have completed the course requirements for an award;
  - 4.1.2 have no outstanding grades for any subjects contributing to their course;
  - 4.1.3 have no outstanding tuition or non-tuition debt to AIAT; and
  - 4.1.4 are not under investigation for misconduct.
- 4.2 AIAT will confer awards at graduation ceremonies by the Board of Directors after students are identified as having fulfilled the requirements of the relevant course as identified in Clause 4.1.
- 4.3 AIAT will provide graduates with testamurs and award documentation in formats that ensure the integrity, security and authenticity of documents.
- 4.4 AIAT may publish award conferral information, including graduate names, awards conferred and their conferral dates.
- 4.5 Where a student dies before conferral of their award, the award may be conferred posthumously.
- 4.6 A student who does not complete a course can request a Statement of Attainment and an academic transcript.
- 4.7 AIAT may rescind conferral of an award for reasons which include, but are not limited to:
  - 4.7.1 a graduate requests to have his/her award rescinded;
  - 4.7.2 an administrative error has resulted in the conferral of an award for which the student was not eligible; or
  - 4.7.3 a student achieving conferral through Academic Misconduct, fraudulent or dishonest means.
- 4.8 The decision to rescind the conferral of an award is made by the Board of Directors after an investigation as per the procedure and its decision is final.

## 5. Roles and responsibilities

- 5.1 The Board of Directors is responsible for:
  - 5.1.1 conferring awards; and
  - 5.1.2 rescinding awards.

- 5.2 The Academic Board is responsible for
  - 5.2.1 recommending posthumous conferral of an award as outlined in Policy clause 4.5; and
  - 5.2.2 recommending to the Board of Directors the award of qualifications.
  
- 5.3 The Learning and Teaching Committee recommend potential graduands to the Academic Board.
  
- 5.4 The Head of Institute is responsible for
  - 5.4.1 reviewing completion decisions when requested by a student; and
  - 5.4.2 approving release of Statement of Academic Completion or Statement of Attainment documentation.
  
- 5.5 The Student Services Office is responsible for
  - 5.5.1 identifying students nearing completion of their program;
  - 5.5.2 confirming a student has fulfilled the requirements for completion of their award;
  - 5.5.3 changing student results after completion;
  - 5.5.4 providing a list of students eligible for conferral of awards to the Learning and Teaching Committee;
  - 5.5.5 issuing Status of Academic Completion or Statement of Attainment documentation after approval from the Head of Institute;
  - 5.5.6 managing the replacement of testamurs or Statement of Attainment processes;
  - 5.5.7 inviting students who have completed their course to graduation ceremonies;
  - 5.5.8 communicating with students where an award is conferred in error and needs to be withdrawn and arranging return of the testamur by the student;
  - 5.5.9 communicating with alumni where an award is rescinded;
  - 5.5.10 amending the register of graduates and relevant academic records when an award or Statement of Attainment has been rescinded; and
  - 5.5.11 providing a report to the Academic Board and Board of Directors regarding rescinded awards or Statements of Attainment.

## 6. Policy Details

Institution	Australian Institute of Advance Technologies (AIAT)
Policy name	Conferring Qualifications Policy
Policy Reference No.	POL – 04
Policy Approval	Board of Directors in consultation with Academic Board for academic matters
Policy Authority	Executive Management Group
Responsible Officer	CEO
Governance Reference Threshold Standards	HESF 2021: 1.5, 6.2.1h
Related Documents	Academic Progression Policy

	Conferring Qualifications Procedure
Related Legislation	Australian Qualifications Framework AQF Qualifications Issuance Policy Higher Education Standards Framework (Threshold Standards) 2021 (HESF)
References	AIAT has referred and benchmarked with the following institutions and policies during the creation of this policy: RMIT (unknown) Conferral and Graduation Policy, <i>retrieved 03/01/2022</i> The University of Melbourne (2021) Revocation of Awards Policy University of New England (unknown) Graduate Rules, <i>retrieved 03/01/2022</i> University of Southern Queensland (2021) Award Eligibility and Graduation Policy
Date of approval	2 March 2022
Review date	December 2024
Policy Category	Governance

## 6. Document Version Control

Document No	POL - 04	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
Created Date	March 2022		