

Conferring Qualifications Procedure

1. Purpose and Scope

- 1.1 The Conferring Qualifications Procedure sets out the requirements for award completion, conferral, graduation, award documentation, rescinding and reporting to ensure:
 - 1.1.1 compliance with relevant standards;
 - 1.1.2 the integrity, authenticity and security of award certification; and
 - 1.1.3 that qualifications are legitimately awarded.
- 1.2 This procedure 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. Definition

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

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. Procedure

Statement of Attainment

- 3.1 A student who does not complete a course, can request a Statement of Attainment from the Student Services Office.
- 3.2 The Student Services Office will release the Statement of Attainment and certified academic transcript after approval from the Head of Institute as per the process outlined in Schedule B.

Completion

- 3.3 The Student Services Office will identify students nearing completion of their course and confirm that each student has fulfilled the requirements for completion of the award.
- 3.4 A student who is about to complete or who has completed their program in the past may request written confirmation of their completion status. AIAT will respond within 20 days of:
 - 3.4.1 the release of the final results or
 - 3.4.2 their request if final results have been released.
- 3.5 Review of completion decisions:
 - 3.5.1 Where a student has been assessed as not having fulfilled the requirements for completion of their course, the student may apply to the Head of Institute for a review of the decision.

Conferral of Awards

- 3.6 The Student Services Office will provide a list of students eligible for conferral to the Learning and Teaching Committee. This list will meet the requirements as specified in Clause 4.1 of the Conferring Qualifications Policy.
- 3.7 The Learning and Teaching Committee will recommend graduands to the Academic Board based on the report provide by the Student Services Office.
- 3.8 Academic Board will recommend to the Board of Directors the award of qualifications.
- 3.9 The Board of Directors will
 - 3.9.1 approve the list of graduands for the next graduation ceremony; and
 - 3.9.2 confer awards at graduation ceremonies, which will be held twice a year.

Statement of Academic Completion and Certified Academic Transcript

- 3.10 After the Board of Directors approves the list of graduands for the next graduation ceremony, students can request a Statement of Academic Completion (SAC) and a Certified Academic Transcript. Reasons for the request may include:
 - 3.10.1 applying for entry to a professional association;
 - 3.10.2 applying for Permanent Residency in Australia;
 - 3.10.3 need to prove study start and end dates for visa requirements;

- 3.10.4 applying for General Skilled Migration; and/or
- 3.10.5 applying for a job.

Student Records

- 3.11 Once a student's completion has been confirmed, changes to the student's results in subjects that have been completed can only be made by:
 - 3.11.1 the Student Services' Office, on the authorisation of the Head of Institute or
 - 3.11.2 as a result of student conduct or appeal determinations.

Graduation Ceremonies

- 3.12 All students who have completed a course will be invited to attend the next scheduled graduation ceremony following the release of their final results. Awards will be conferred at the ceremony.

Award Documentation

- 3.13 AIAT provides graduates with the following documentation of awards at the graduation ceremony:
 - 3.13.1 a digital and printed testamur,
 - 3.13.2 a digital Australian Higher Education Graduation Statement (AHEGS), and
 - 3.13.3 a digital academic transcript.
- 3.14 All authorised, official award documentation is consistent with the AQF Qualifications Issuance Policy is protected against fraudulent use, traceable and authenticable and designed to prevent unauthorised reproduction.
- 3.15 AIAT will:
 - 3.15.1 retain registers of AQF qualifications it is authorised to issue and of all AQF qualifications issued, and
 - 3.15.2 retain records of AQF award documentation issued.

Replacement of testamurs or Statement of Attainment

- 3.16 A testamur or Statement of Attainment can be replaced where the original has been lost, stolen, damaged or destroyed, or where it was never received. If a replacement is required because the original was
 - 3.16.1 damaged, the damaged document must be returned before the replacement can be issued.
 - 3.16.2 lost, stolen, destroyed or not received, the graduate is to complete a signed statutory declaration or equivalent detailing the reason for the inability to return the testamur and send the signed statutory declaration to the Student Services Office with their request.
- 3.17 All corrections to a testamur or Statement of Attainment must be submitted to the Student Services Office for approval by the Board of Directors prior to reissuance.

Rescinding Awards or Statement of Attainment

- 3.18 Where a prima facie case is presented indicating that an award or Statement of Attainment was granted due to an error, fraud or academic misconduct, the Board of Directors must appoint a committee to investigate the matter.
- 3.19 The committee appointed by Board of Directors must contain a minimum of three members, which will include representatives of an external tertiary education industry senior executive, an AIAT senior academic, and a member of the Board of Directors.
- 3.20 In investigating the matter, the committee:
- 3.20.1 may follow any procedure it considers appropriate;
 - 3.20.2 is not bound by the rules of evidence or other technicalities or legal forms, and may inform itself of any matter in any manner it thinks fit;
 - 3.20.3 must act fairly in all the circumstances, having regard to the requirements of natural justice;
 - 3.20.4 may not take into account prior unrelated findings of misconduct when deciding whether or not to recommend revocation of the award; and
 - 3.20.5 must inform the graduate of the evidence it intends to take into account in making its decision, and allow the graduate to present a case and to respond to any relevant evidence or allegations orally and/or in writing within 20 South Australian business days.
- 3.21 The committee may, after considering all the evidence, recommends that the award or Statement of Attainment:
- 3.21.1 be revoked as it was improperly granted due to an error; or
 - 3.21.2 be revoked due to academic misconduct during the graduate's enrolment; or
 - 3.21.3 be revoked due to the commission of fraud that was materially significant to the granting of the award; or
 - 3.21.4 not be revoked, due to a factual basis for revocation not being established.
- 3.22 The committee must put its recommendation in writing to Board of Directors, with reasons for its determination.
- 3.23 The Board of Directors must consider the recommendation of the committee and the reasons advanced for that recommendation.
- 3.24 The Board of Directors must then:
- 3.24.1 decide to revoke the award or Statement of Attainment; or
 - 3.24.2 decide not to revoke the award or Statement of Attainment; or
 - 3.24.3 refer the matter back to committee for further investigation.
- 3.25 The Board of Directors must inform the graduate of its decision, with a statement of reasons, within 20 business days of the decision being made.

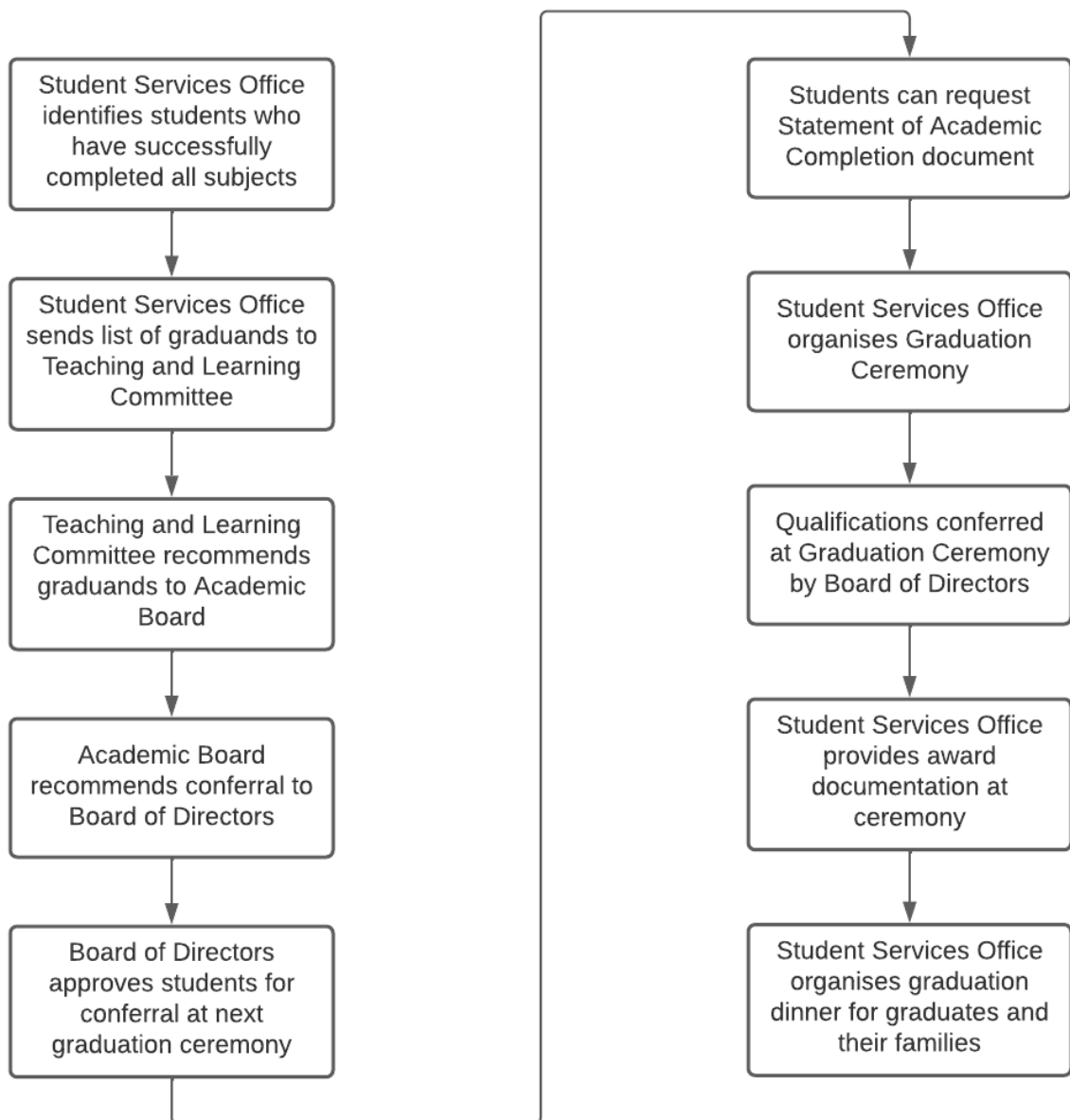
- 3.26 In the case of an award or Statement of Attainment revoked due to an error, the Board of Directors may allow the individual to rectify the error by completing the required subjects to obtain the award, if appropriate.
- 3.27 If the Board of Directors decides to revoke the award or Statement of Attainment, the graduate must be asked to return the testamur or Statement of Attainment, to the Student Services Office.
- 3.28 If the graduate cannot return the testamur or Statement of Attainment, for example, due to loss or destruction, the graduate is to complete a signed statutory declaration detailing the reason for the inability to return the document and send the signed statutory declaration to the Student Services Office.
- 3.29 Once notified of an award or Statement of Attainment revocation, the Student Services Office must:
- 3.29.1 amend the register of graduates to reflect that the award or Statement of Attainment has been revoked and the date of revocation; and
 - 3.29.2 update the relevant academic record to indicate that the award or Statement of Attainment was revoked by the Board of Directors.
- 3.30 A decision to revoke an award or Statement of Attainment is not subject to appeal.
- 3.31 The revocation of any awards or Statement of Attainments will be reported annually to the Academic Board and the Board of Directors.

4. Roles and responsibilities

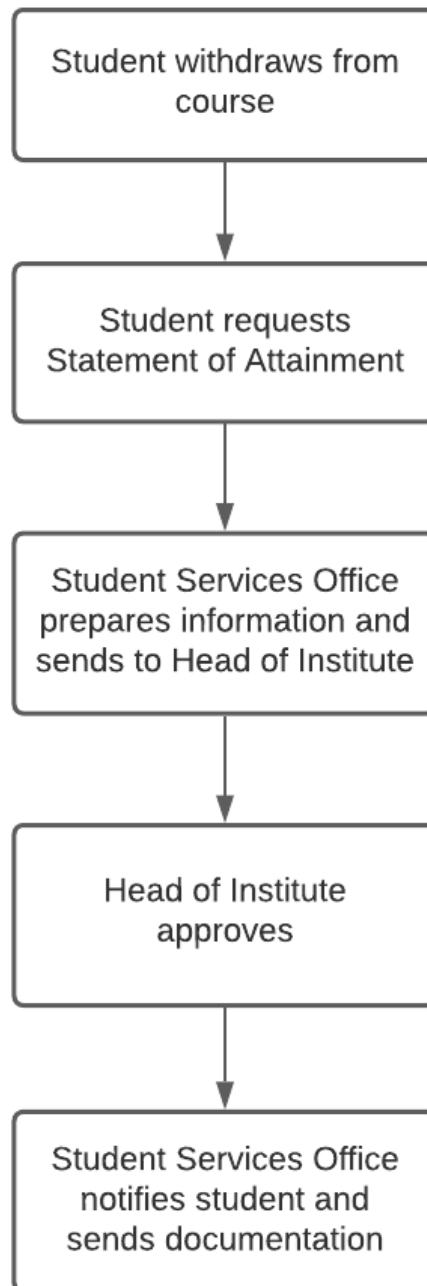
- 4.1 The Board of Directors is responsible for:
- 4.1.1 conferring awards; and
 - 4.1.2 rescinding awards.
- 4.2 The Academic Board is responsible for
- 4.2.1 recommending posthumous conferral of an award as outlined in Policy clause 4.5; and
 - 4.2.2 recommending to the Board of Directors the award of qualifications.
- 4.3 The Learning and Teaching Committee recommend potential graduands to the Academic Board.
- 4.4 The Head of Institute is responsible for
- 4.4.1 reviewing completion decisions when requested by a student; and
 - 4.4.2 approving release of Statement of Academic Completion or Statement of Attainment documentation.
- 4.5 The Student Services Office is responsible for
- 4.5.1 identifying students nearing completion of their program;

- 4.5.2 confirming a student has fulfilled the requirements for completion of their award;
- 4.5.3 changing student results after completion;
- 4.5.4 providing a list of students eligible for conferral of awards to the Learning and Teaching Committee;
- 4.5.5 issuing Status of Academic Completion or Statement of Attainment documentation after approval from the Head of Institute;
- 4.5.6 managing the replacement of testamurs or Statement of Attainment processes;
- 4.5.7 inviting students who have completed their course to graduation ceremonies;
- 4.5.8 communicating with students where an award is conferred in error and needs to be withdrawn and arranging return of the testamur by the student;
- 4.5.9 communicating with alumni where an award is rescinded;
- 4.5.10 amending the register of graduates and relevant academic records when an award or Statement of Attainment has been rescinded; and
- 4.5.11 providing a report to the Academic Board and Board of Directors regarding rescinded awards or Statements of Attainment.

Schedule A – Conferral Process



Schedule B – Statement of Attainment Process



5. Procedure Details

Institution	Australian Institute of Advance Technologies (AIAT)
Procedure name	Conferring Qualifications Procedure
Procedure Reference No.	PROC – 04
Procedure Approval	Board of Directors in consultation with Academic Board for academic matters
Procedure 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 Policy
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: Charles Sturt University (unknown) Conferral and Graduation Policy, <i>retrieved 03/01/2022</i> RMIT (unknown) conferral and Graduation Procedure, <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>
Date of approval	2 March 2022
Review date	December 2024
Policy Category	Governance

6. Document Version Control

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