

## Graduation and Certification Policy

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<b>Document Owner</b>			
<b>Responsible Officer</b>	Registrar		
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<b>Related Documents</b>	<i>Fraud and Corruption Control Policy</i> <i>Fraud and Corruption Control Procedure</i> <i>Legislative and Regulatory Compliance</i> <i>National Code Compliance</i> <i>Quality Assurance Framework</i> <i>Records Management Policy</i> <i>Records Management Procedure</i> <i>Student Fees Policy</i>		
<b>Version</b>	<b>Authorised by</b>	<b>Approved</b>	<b>Effective Date</b>
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### 1. Context

This Policy supports Waratah Institute's (the 'Institute') commitment to a consistent and legitimate award, issuing and certifying of qualifications.

### 2. Definitions

Academic transcript: a record of all learning leading to an AQF qualification or an accredited unit in which a student is enrolled and is issued by an authorised issuing organisation.

Australian Qualifications Framework (AQF): Australia's national policy for regulated qualifications. It encompasses higher education, vocational education and training and school education and provides for national recognition and a consistent understanding of what defines each qualification type.

Award: the conferral of a qualification to a student and certification of the qualification provided in a testamur.

Certification documentation: the set of official documents that confirms that a qualification has been completed and awarded to an individual.

Graduate: a student who was awarded a qualification by Waratah Institute.

Graduating *in absentia*: being awarded a qualification at a graduation ceremony without the graduate being present.

Program: a course of study, comprising units of study, the successful completion of which results in the awarding of a qualification, such as a bachelor's degree.

Qualification: the result of an accredited complete program of learning that leads to formal certification that a student has achieved learning outcomes as described in the AQF.

Testamur: an official certification document that confirms that a qualification has been awarded to an individual.

### 3. Scope

This Policy applies to Waratah Institute's students and staff.

#### **4. Policy Principles**

The key principles informing this Policy are:

- a transparent process for legitimate award of AQF qualifications;
- consistent issuance of certification documentation in accordance with regulatory requirements; and
- assurance of authenticity of certification issued by Waratah Institute.

#### **5. Policy Details**

Waratah Institute's Corporate Board is ultimately accountable for awarding qualifications on the recommendation of the Academic Board. The Academic Board is responsible for approving all student results and recommending students who have satisfied the academic requirements of the award in which they are enrolled. The Academic Board Chair has authority to approve, in exceptional circumstances, any additional students who become eligible to graduate and confer awards after the trimester conferral deadline, and before or during the trimester graduation ceremonies. The conferral of awards in these circumstances will be ratified by the Academic Board and the Corporate Board will be informed at the earliest opportunity.

##### **5.1. Award**

Students who meet the academic and administrative requirements for program completion are entitled to the award of the qualification to which the program leads.

Academic and administrative requirements for completion of a program are met when:

- program requirements have been fulfilled;
- all due fees are paid; and
- the student's enrolment is not subject to, or undergoing a review which could lead to, suspension, deferral or cancellation.

A qualification may be revoked by the Corporate Board if awarded wrongly by Waratah Institute., including:

- due to an administrative error;
- due to incorrect information provided by the student; and
- in any circumstances that did not satisfy the above academic and administrative requirements and that Waratah Institute could not reasonably be aware of at the time of award.

##### **5.2. Graduation**

Graduates are presented with their certification documentation at the earliest graduation ceremony scheduled after they have met the academic and administrative requirements. Graduation ceremonies take place at least once a year.

Graduates who do not attend the scheduled graduation ceremony will be graduated *in absentia*.

##### **5.3. Certification documentation**

Graduates are entitled to receive the following certification documentation:

- a testamur;
- an academic transcript; and
- an Australian Higher Education Graduation Statement.

Certification documentation follows regulatory requirements and adequately identifies Waratah Institute as the issuer, the holder, and the AQF qualification awarded.

Certification documentation includes additional information to enable proper authentication and reduce fraudulent use.

#### **5.4. Replacement**

A graduate may obtain a replacement of issued certification documentation by making a request in writing to the Registrar.

Waratah Institute issues a first copy of certification documentation free of charge to students. Students will incur a charge for further copies.

#### **5.5. Records of certification documentation**

Waratah Institute stores complete records of certification documentation to allow for authentication and verification in the student management system.

Waratah Institute maintains an authenticated register with information on AQF qualifications issued by the Institute, information on the holders, and date of issue and award of the qualification.

### **1. Breaches**

If a student or staff member is found to be in breach of this Policy, she or he may be subject to disciplinary action in accordance with the relevant *Code of Conduct* and *Misconduct Procedure*, which can be accessed from the Waratah Institute's website.

### **2. Appeals**

Appeals concerning any decision taken in relation to this Policy should be made under the relevant *Complaints and Appeals Policy*, which can be accessed from the Waratah Institute's website. Overseas students may lodge an appeal with the Overseas Students Ombudsman.

### **6. References**

*AQF Qualifications Issuance Policy*

*AQF Qualifications Register Policy*

*Higher Education Standards Framework (Threshold Standards) 2015 – Part A, Standards 1*

*Higher Education Standards Framework (Threshold Standards) 2015 – Part A, Standards 6.2*

### **7. Acknowledgements**

In developing this Policy, Waratah Institute acknowledges:

- *UNSW Sydney, Graduation Procedure;*
- *Curtin College, Awards and Graduation Policy;*
- *Think: Colleges, Graduation and Certification Policy;*
- *Macquarie University, Australian Higher Education Graduation Statement Policy;*
- *Western Sydney University, Graduation Policy;*
- *AQF Glossary of Terminology.*

### Document History:

Version	Date	Author	Reason	Sections
0.1		Julien Marechal	First draft to satisfy TESQA registration requirements	All
1.0		Julien Marechal	Amended as per Academic Board's comment at 09/07/18 meeting	5.5
1.1	8/8/19	Julien Marechal	Revised in response to TEQSA feedback and approved by the Academic Board 8/8/19.	5
1.2	15/08/19	Julien Marechal	Revised in response to TEQSA feedback and approved by the Corporate Board 15/8/19.	5.1
1.3	30/12/2019	Philippa Ryan	Amended to reflect new trading name 'Waratah Institute'.	All