



CONFERRAL AND GRADUATION PROCEDURE

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** Unless otherwise indicated, this Procedure will still apply beyond the review date.*

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1. PURPOSE

1.1 The Conferral and Graduation Procedure sets out procedure for the issuance of official academic records and detailed process requirements in relation to graduating from Adelaide Institute of Higher Education (AIHE).

1.2 The sections of the process below detail AIHE requirements and responsibilities and ensure compliance with external regulatory requirements regarding:

- conferral of Awards;
- graduation ceremonies;
- documentation of students' achievement and results;
- revocation of an Award to which a student or former student has been wrongly admitted; and
- correction of an Award that has been conferred with details that are partially incorrect.

2. SCOPE

2.1 The Conferral and Graduation Procedure applies to all members of AIHE's community including students, staff and members of AIHE governance bodies who participate in AIHE graduation ceremonies in an official capacity.

3. COMPLETION

3.1 AIHE has an administrative process to identify and approve completion of course requirements for current students.

3.1.1 The General Manager confirms through a process in the student information management system (SIMS) that the student has, in accordance with the course rules, met all the criteria to be eligible to receive their Award.

3.1.2 The Academic Services Officer completes a process in SIMS by which confirmed students are recorded as having completed their program of study.

3.1.3 The Academic Services Officer will prepare the document 'Recommendation of Candidates for Admission to Awards' using the SIMS to generate a report listing those students identified as having completed their program of study along with the details of their Award.

3.1.4 The 'Recommendation of Candidates for Admission to Awards' document will contain:

- a cover page; and
- a list of candidates (graduands) eligible to be admitted to their Award.

3.1.5 The document 'Recommendation of Candidates for Admission to Awards' will be prepared by the Academic Services Officer two times a year, on a six (6)-monthly basis for approval by a designated member of Council on the advice of Academic Board.

3.1.6 Academic Board will consider the 'Recommendation of Candidates for Admission to Awards' and once satisfied recommend the document for approval by Council.

3.1.7 The act of signing the document by the designated member of Council will admit the graduands listed therein to their respective Award(s) and mark the moment by which the graduands listed in the document become graduates.

3.1.8 Students who are confirmed as having completed their course will be informed by the General Manager and invited to apply to graduate.

3.2 Other current students who believe they are about to complete all requirements, and students who completed requirements of their course in the past, may apply to graduate.

3.2.1 Where a student identifies their completion of a course, AIHE will respond with advice of that student's completion status:

- within 20 working days of the release of the final results contributing to the course, or
- within 20 days of the student's application to graduate, where the student is applying in relation to a past completion.

3.3 AIHE will enable conferral of Awards as soon as feasible after students are identified as having fulfilled the requirements of their course.

3.4 International students who complete all course requirements more than one month before the Proposed Course End Date listed on their Confirmation of Enrolment (CoE) will have their CoE reported as "Finished" in the Provider Registration and International Student Management System (PRISMS). This reporting typically occurs within 10 working days following the Grade Release Date of the Study Period in which the student completes their final subjects and fulfills all course requirements.

For students requiring documentation for post-study visa purposes, AIHE will provide a Completion Letter and Academic Transcript. International students intending to remain in Australia following early completion are advised to seek guidance from a registered migration agent regarding visa and immigration matters.

4. RESTRICTIONS ON CHANGES TO A STUDENT'S RECORD AFTER COMPLETION

4.1 Once a student's completion has been confirmed but not conferred, changes to the student's results in subjects required for the completion can only be made by the General Manager, on the authorisation of the Head of School and the Chair of the Teaching and Learning Committee or based on a decision made under the Student Code of Conduct policy.

4.2 If the Award has been conferred, the School must submit the Withdrawal of Award Request form to the General Manager to trigger the revocation of the student's existing Award (refer Section 12 of this Procedure).

5. CONFERRAL OF AWARDS

5.1 AIHE only provides testamurs and other Award documentation in formats that enable security and authenticity of documents.

6. COMPLETION AND CONFERRAL DATES

6.1 The completion date is the date on which the student fulfils all requirements of the course.

6.2 The date of conferral of an Award is the date that Council approves that an Award be conferred. This date is recorded on the graduate's testamur, Australian Higher Education Graduation Statement and academic transcript.

7. GRADUATION

7.1 Graduands of all AIHE award courses are eligible to attend a graduation ceremony or may choose to graduate in absentia.

7.2 The following restrictions apply to graduands' attendance at graduation ceremonies:

7.2.1 Students whose results are released too late for their completion to be assessed in time for a graduation ceremony, may apply to graduate at a later ceremony.

7.2.2 Graduands who owe a debt to AIHE in relation to their program of study for an award, or who owe other administrative fees cannot have the Award conferred or graduate until the debt is paid.

7.2.3 A graduand must adhere to the academic dress requirements relevant to the award being conferred as documented in Schedule 2.

7.3 A graduand may be declined permission to graduate in person or in absentia where:

- 1) they are the subject of an allegation of misconduct before the Student Misconduct Board and their completion is dependent on the outcome of the hearing; and/or
- 2) the Student Misconduct Board has denied them the right to have their Award conferred or to attend a ceremony as the outcome of a student misconduct hearing.

7.4 A student may not graduate more than once with the same Award.

8. ISSUANCE OF DOCUMENTATION

8.1 AIHE will provide students and graduates with documentation of their Award on paper. This may include a:

- Testamur – One copy issued free at graduation/conferral*
- Academic Transcript – One copy issued free at graduation/conferral* and, for a fee, issued upon request even when the units completed do not lead to the award or a qualification
- Australian Higher Education Graduation Statement – One copy issued free on conferral of course*.

* Other than the copy issued free on completion/conferral/graduation, there is a charge for issue/reissue of these documents: see the current schedule of fees and charges.

8.2 AIHE will maintain a Register of all testamurs, academic transcripts and final transcripts issued to students with appropriate information allowing issued certification documentation to be traceable and verifiable.

8.3 Authorised certification documentation, including a testamur, transcript and Australian Higher Education Graduation Statement (AHEGS) documents, will meet legislative requirements and will only be printed on authorised official paper stock that is pre-printed with the AIHE trading name as the registered provider of such documentation, including the AIHE Crest.

8.4 On a testamur, the date of conferral serves as the date of issue. A replacement testamur specifies the date of conferral and the date of re-issue.

8.5 All students, including those who complete only some of the requirements for a qualification, are entitled to receive an academic transcript or transcript of results. It can be

issued at any time during progress towards the qualification if requested and on payment of the appropriate fee and will automatically be issued on graduation.

9. RESTRICTIONS ON CONFERRAL AND ISSUANCE OF DOCUMENTATION

9.1 A student or former student may apply to graduate only if completion of the relevant course was confirmed in the student information management system within the previous ten (10) years.

9.2 AIHE will not normally confer an Award where a student completed course requirements more than ten (10) years earlier. Such a student may be issued with a transcript stating that they had completed the requirements of the course, but they are not eligible to have the Award conferred. Any requests for an exception must be made in writing to the General Manager and be approved by the Academic Board.

9.3 A student who is not recorded as having completed a given Award on the student information management system will not be eligible to have that Award conferred. A student or former student who believes they have completed all requirements of a course, but this is not recorded on the student management system may apply to the General Manager for an amendment. In such a case the student must provide evidence to support their argument that their record needs to be corrected.

10. REPLACEMENT TESTAMUR

10.1 On payment of an administrative charge, a testamur can be replaced where the original has been lost, stolen, damaged or destroyed, or in exceptional circumstances.

10.2 Where a graduate requires a replacement testamur, AIHE provides it showing the same name as the original, to preserve the historical accuracy and integrity of AIHE's records.

10.3 The Academic Board may approve a change of name on a replacement testamur where the graduate provides evidence that:

- they are in a witness protection scheme;
- they have officially changed their gender; or
- the reasons for the change of name are of similar weight to the above.

10.4 The process for applying for and supplying a replacement testamur is as follows:

10.4.1 The graduate submits a replacement testamur request.

10.4.2 The original testamur must be returned before a replacement can be issued.

10.4.3 The replacement testamur will be printed in the format and with the signatures currently used when issuing new testamurs.

11. POSTHUMOUS AWARDS

11.1 If a student dies, AIHE may bestow a Posthumous Award, subject to the following conditions:

11.1.1 A Posthumous Award (coursework – undergraduate or postgraduate) where the student had at time of death, successfully completed the total credit points required for the Award but the Award had not been conferred; or

11.1.2 A Posthumous Award (coursework – undergraduate or postgraduate) where the student had at time of death ten (10) credit points or less of courses still to complete to fulfil all requirements of the course and would likely have completed the course of study had the death not occurred; or

11.1.3 At the discretion of the Academic Board, where exceptional circumstances are demonstrated.

11.2 The process for a Posthumous Award is as follows.

11.2.1 The Head of School sends a memo to the Chair, Academic Board that:

- identifies the deceased student;
- requests the Posthumous Award; and
- states the rationale for making a Posthumous Award: either confirming that the student meets the relevant criterion in clause 11.1.1 or 11.1.2 or explaining the exceptional circumstances.

11.2.2 The Chair, Academic Board informs the Head of School whether a Posthumous Award can be conferred.

11.3 If a Posthumous Award is to be conferred, the School:

- enters NGP (Non-Graded Pass for Satisfactory Performance) results for all subjects required for completion that the student had not yet passed; and
- places the memo to the Chair, Academic Board, and the Chair's response, on the student file as evidence of the reason for the result amendments.

11.4 The Head of School consults the student's family as to whether the Award will be conferred in absentia or if the Award is of a type that can be conferred at a graduation ceremony whether a member of the student's family will attend the next graduation ceremony to accept the Award on the student's behalf.

11.5 AIHE then performs the in absentia conferral or arranges for the family member to accept the Award at a graduation ceremony.

12. REVOCATION OF AWARDS

12.1 Council may revoke an Award if:

- a) the Award has been conferred as the result of an administrative error;
- b) it is satisfied that the relevant Award has been obtained by a person because of fraud; or
- c) the Student Misconduct Board, or other person, after hearing a charge under the Student Conduct Regulations makes a recommendation to Council that an Award should be revoked.

12.2 Except where a recommendation has been made under 12.1 c), where Council determines that a prima-facie case exists for revoking an Award under section 12.1, Council must establish a committee comprising three (3) members of Council (the committee) to investigate the facts and to make a recommendation to Council based upon the findings of the committee.

12.3 Where upon consideration of the findings and recommendation of the committee Council is satisfied that an Award has been conferred by fraud or administrative error Council may revoke that Award.

12.4 Upon an Award being revoked by Council, the General Manager notifies the person to whom the Award was issued of the decision and that person is required to return to AIHE the testamur or other document issued in respect of that Award.

13. APPEALS AGAINST DECISIONS IN RELATION TO CONFERRAL AND GRADUATION

13.1 Students with a current enrolment (including those on an approved period of leave of absence) are entitled to appeal decisions in relation to conferral and graduation.

13.2 Students may appeal conferral and graduation decisions by writing to the Academic Board within twenty (20) days of receiving the decision notice, if they believe that the decision has not considered all the facts or was unfairly made. Refer to the Student Appeals, Complaints and Grievances Policy.

14. DEFINITIONS

14.1 See the AIHE Glossary of Terms for definitions.

SCHEDULE 1 – AIHE Awards and Post-Nominals

TEQSA Course ID	Name of AIHE Award	Post-Nominal
CRS1400607	Bachelor of Business	BBus
CRS1400891	Master of Business Administration	MBA

SCHEDULE 2 – Academic Dress for AIHE Graduands / Graduates

Academic dress for AIHE Awards are:

Award	Gown	Hood	Headwear	Tassel
Bachelor of Business	Oxford Style BA	Oxford style hood lined with the discipline colour. (Helvetia Blue)	Black mortarboard	Black
Master of Business Administration	Oxford Style BA	Oxford style hood lined with the discipline colour. (Silver)	Black mortarboard	Black



Document Control

Version #	Date	Key changes
1.0	30/1/2018	Draft procedure considered by Academic Board
1.1	20/2/2018	Procedure approved by General Manager
1.2	26/3/2019	Clarify provision for issuance of documentation and students to access academic transcript prior to completion of Award
1.3	10/06/2020	Reviewed; update Section 11 to include postgraduate coursework courses
1.4	22/11/2021	Clause 7.2.3 and Schedules 1 and 2 added and updated reference to HES 2021 Standards
1.5	20/05/2025	Clause 3.4 added to cancel COE in early completion students.