

Graduation and Academic Documentation

Policy and Procedure

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1. PURPOSE

The purpose of the Graduation and Academic Documentation Policy and Procedure is to establish AFTT's requirements and responsibilities for conferral of awards, conduct of graduation ceremonies, and documentation of students' achievements and results.

2. SCOPE

The Graduation and Academic Documentation Policy and Procedure applies to all AFTT Higher Education members of the workforce and students.

3. DEFINITIONS

All definitions are located in the *AFTT Glossary*.

4. POLICY

- 4.1. AFTT issues higher education awards that have been accredited by the Tertiary Education Quality and Standards Agency (TEQSA) within the Australian Qualification Framework (AQF).
- 4.2. AFTT students are eligible to graduate when they have:
 - 4.2.1. Met all the requirements of a qualification, including the requirements for exit awards, and
 - 4.2.2. Been approved by the Governing Council.
- 4.3. In the unfortunate event of an enrolled or a previously enrolled student's untimely death before completion of a course of study, AFTT may posthumously grant an award or an exit award if that student's academic record gives adequate evidence that they would have successfully met the requirements for that award had death not occurred.
- 4.4. Conferral of higher education qualifications is by the AFTT's Governing Council under recommendation by the Academic Board.
- 4.5. Students who are eligible to graduate are referred to as graduands.
- 4.6. Graduands become graduates when their qualification has been conferred upon them at the graduation ceremony by the Governing Council, or its delegate.
- 4.7. There is a minimum of one graduation ceremony for each campus city per year.
- 4.8. The graduation ceremony is a formal event where participating students are required to wear academic dress made up of the gown, the coloured hood representing their course of study and the trencher. Due to the formal nature of academic dress and the ceremony, it is recommended that graduands and their guests wear appropriate attire for the proceedings.
- 4.9. AFTT welcomes attire that is traditional, cultural, or religious if academic regalia can sit comfortably over the top, including the wearing of the trencher over any head-dress.
- 4.10. A person who identifies themselves as an Aboriginal or Torres Strait Islander Australian is welcome to wear the indigenous stole together with their degree's hood stole. These stoles acknowledge the cultural heritage and the history of the Indigenous people of Australia and are provided by AFTT on request.

- 4.11. Students eligible to graduate may choose to graduate in absentia. Students who elect to graduate in absentia are not normally permitted to participate in any future ceremonies for that qualification.
- 4.12. All documents issued by AFTT, certifying achievement in the study for qualifications, are authentic, traceable, protected against fraudulent issue and may be replaced following a careful and secure process.
- 4.13. AFTT issues the following documents certifying achievement in the study for qualifications:
- 4.13.1. **Higher Education Testamur** – AFTT will only issue a testamur to students:
- 4.13.1.1. Whose eligibility to graduate has been approved by the Governing Council, and
 - 4.13.1.2. Who have no outstanding financial debt, and
 - 4.13.1.3. Who have no current suspension, exclusion, or expulsion on record,
- 4.13.2. **Academic Transcript** – AFTT issues a full academic transcript concurrently with the testamur at the time of graduation, free of charge. Students are able to obtain an interim academic transcript upon request.
- 4.13.3. **Letter of Completion** may be issued to any student, upon their request, who has met all the requirements of the qualification and whose eligibility to graduate has not yet been approved by the Governing Council.
- 4.14. Inclusions of documents issued by AFTT certifying achievement in the study for qualifications are specified in *Appendix 1 – Higher Education Documents Inclusions*.
- 4.15. The status of a student will be shown on the Academic Transcript issued by AFTT as specified in *Appendix 2 – Academic Transcript Statuses*.
- 4.16. AFTT will only issue a replacement testamur if the original document has been lost, or stolen, or damaged, or due to legal name change.
- 4.17. AFTT reserves the right to revoke any qualification conferred for which the student was not eligible.
- 4.18. AFTT will only release student graduation and academic information to a third party in accordance with the AFTT's *Personal Information and Privacy Policy*.

5. PROCEDURE

- 5.1. The Student Services Team Leader or delegate will:
- 5.1.1. Prepare the list of students who are eligible to graduate,
 - 5.1.2. Confirm the eligibility to graduate of those listed with the respective Head of Department,
 - 5.1.3. Ensure the accuracy of the list of potential graduands, including:
 - 5.1.3.1. Name of the qualification,
 - 5.1.3.2. Name and student ID of the recipient,
 - 5.1.3.3. All required signatories:
 - Student Services Team Leader or delegate preparing the list,
 - Head of Department of delegate authorising the list,
 - Campus Manager verifying the list,
 - 5.1.4. Submit the list to the Education Services for inclusion in the Academic Board's agenda.

- 5.2. The Education Services will present the list of the potential graduands to the Academic Board with a recommendation that the list of potential graduands be endorsed.
- 5.3. The Academic Board, if satisfied with the submission, recommends the list of graduands to the Governing Council for the awarding of degrees and other higher education qualifications.
- 5.4. The Chair of the Academic Board will present the list of graduands to the Governing Council with a recommendation that the list of potential graduands be approved.
- 5.5. The Governing Council passes a motion approving the conferring of qualifications of those listed in the Graduands List.
- 5.6. The Chief Executive Officer advises the relevant Campus Manager within 5 days of the Governing Council's approval of the list of graduands.
- 5.7. Each Campus Manager organises graduation ceremonies on their respective campus. Responsibilities of the Campus Managers include, but are not limited to:
 - 5.7.1. Inviting graduands and their guests,
 - 5.7.2. Organising the printing of unique testamurs and academic transcripts,
 - 5.7.3. Hiring of venues, catering, and gowns for all relevant participants,
 - 5.7.4. Providing all members of the Governing Council and the Academic Board and Senior Management with sufficient notice of each graduation ceremony.
- 5.8. Where the award is conferred posthumously, the Campus Manager will also make arrangements with the student's family. Wishes of the family will be respected and the following options are available:
 - 5.8.1. Graduation ceremony – the family member of the deceased student may choose to attend the graduation ceremony and be presented with the testamur and academic transcript during the event, or
 - 5.8.2. Graduation in absentia - the testamur and academic transcript will be posted to their nominated address.
- 5.9. The Chief Executive Officer signs each testamur on behalf of the Governing Council.
- 5.10. The relevant Campus Manager signs each academic transcript.
- 5.11. Students attending the graduation ceremony receive their testamurs and academic transcripts during the event.
- 5.12. Students can collect their testamurs and academic transcripts from the Student Services desk in person, by proxy, or have the documentation posted to their nominated address after:
 - 5.12.1. The graduation ceremony – Bachelor and Postgraduate students graduating in absentia,
 - 5.12.2. The Governing Council approval – Undergraduate Certificate, Diploma and Associate Degrees graduates.
- 5.13. Applications for a replacement testamur, or an interim or replacement academic transcript, or a letter of completion must be made using the relevant form and submitted to Campus Student Services with payment of any applicable fee.
- 5.14. Students applying for a replacement testamur will be required to:

- 5.14.1. Surrender their previously issued testamur,
- 5.14.2. Submit proof of identity,
- 5.14.3. Pay the required fee, and
- 5.14.4. Provide any further requested documented information.

5.15. In a situation where testamurs cannot be surrendered, students must complete a signed Statutory Declaration or overseas equivalent attesting to the unrecoverable theft, damage, or loss.

5.16. All documents can be collected from the Student Services desk in person or by proxy, or else have the documentation posted via registered post for a fee. Express or any form of international postage will incur additional charges. Specific principles governing collection of documents are delineated in *Appendix 3 – AFTT document collection principles*.

5.17. All qualification documentation will be stored in a secure location in accordance with the *Record Management Policy*.

6. RELATED DOCUMENTS

- 6.1. AFTT Glossary
- 6.2. Academic Progress Policy and Procedure
- 6.3. Credit and Recognition of Prior Learning Policy and Procedure
- 6.4. Grading Policy
- 6.5. Assessment Management Policy and Procedure
- 6.6. Credit Points and Student Workload Policy
- 6.7. Records Management Policy
- 6.8. Aegrotat Assessment Policy and Procedure

7. RELEVANT LEGISLATION

- 7.1. Higher Education Support Act 2003 (Cth)
- 7.2. Higher Education Standards Framework (Threshold Standards) 2021
- 7.3. AQF Qualifications Issuance Policy

8. POSITIONS RESPONSIBLE

- 8.1. Governing Council
- 8.2. Academic Board
- 8.3. Senior Management
- 8.4. Campus Manager
- 8.5. Student Services

9. APPROVAL INFORMATION

Approval Authority	Governing Council
Health Check approval authority	Chief Executive Officer
Review date	20/01/2025

Version	Approved by	Approval date	Effective date	Modifications	Status
1.0	Academic Board	14/10/2021	01/12/2021	Amendments as per Dr A. Noack's (external reviewer) recommendations. Qualification and Certification Policy, Potential Graduands, Graduands, Graduates and Graduation Policy and Qualification and Certification Procedure have been merged into one document. VET requirements have been moved to the separate VET Policy and Procedure.	Current
	Governing Council	12/11/2021			

Version control tables from previous Policies and Procedures reside in the original documents.

Appendix 1 – Higher Education Documents Inclusions

Document	Inclusions
HE Testamur	<ul style="list-style-type: none"> • AFTT logo, • AQF logo, • Student's full name as recorded in the AFTT's Student Management System, • Name of the qualification, • Any subsidiary component of the qualification (specialisation), • Date awarded, • Date of issuance, • AFTT seal, • Unique document identifier, • Signatory: AFTT's CEO on behalf of the Governing Council.
Transcript	<ul style="list-style-type: none"> • AFTT logo, • Student's full name and ID as recorded in the AFTT's Student Management System, • Name of the qualification, • Any subsidiary component of the qualification (specialisation), • Period of study, • Status: <ul style="list-style-type: none"> ○ Active, or ○ Completed, or ○ Conferred, or ○ Withdrawn, • Complete list of all the units of study attempted and when they were undertaken and completed: <ul style="list-style-type: none"> ○ Unit code, ○ Unit name, ○ Credit points, ○ Grade, ○ Mark, ○ Date, • Grade Point Average (GPA), • Weighted Average Mark (WAM), • Unique document identifier, • Grade scheme with a description and GPA grade point scale, • Signatory: Campus Manager, • Document issue date.
Letter of Completion	<ul style="list-style-type: none"> • AFTT logo, • A statement that student has met all the requirements of the qualification however their eligibility to graduate has not yet been approved by the relevant body, • Date of Issue, • Signatory: Campus Manager,

Appendix 2 – Academic Transcript Statuses

Status	When the status applies	Date 'Type'	Date	Statement
Active	Students who still actively study with AFTT	Date 'of Expected Completion'	Date when transcript is generated	The student has not completed all the requirements for the [name of the qualification].
Completed	Students who have completed requirements of their principal or exit qualifications and are awaiting the Academic Board's or/and the Governing Council's approval	Date 'Completed'	Date of the grade release of the last unit that completes the qualification	The student has completed all the requirements for the [name of the qualification].
Conferred	Students whose principal or exit qualifications have been conferred	Date 'Conferred'	Undergraduate Certificate, Diploma and Associate Degree students - date of the Governing Council meeting that approves conferral of the qualification	The student has completed all the requirements for the [name of the qualification].
			Bachelor and postgraduate students - date of Graduation Ceremony	The student has completed all the requirements for the [name of the qualification].
Withdrawn	Students who have withdrawn from the course without completing requirements of their principal or exit qualifications	Date 'Withdrawn'	Date when student withdrew from the course of study	The student has not completed all the requirements for the [name of the qualification].

Appendix 3 – AFTT document collection principles

Document	Qualification	Collection Method	When	Is digital/scan copy permitted
Testamur	Bachelor and Postgraduate	In person	At the Graduation Ceremony	No
		In person By proxy By registered mail	After Graduation Ceremony (if Graduation Ceremony not attended)	
	Undergraduate Certificate, Diploma and Associate Degree	In person By proxy By registered mail	After the Governing Council's Approval	
Academic Transcript	Bachelor and Postgraduate	In person	At the Graduation Ceremony	No
		In person By proxy By registered mail	Any time (depending on status)	
	Undergraduate Certificate, Diploma and Associate Degree	In person By proxy By registered mail	Any time (depending on status)	
Letter of Completion	All	In person By proxy By registered mail By email	Upon request, when a student has met all the requirements of the qualification and whose eligibility to graduate has not yet been approved by the Governing Council.	Yes