

Graduation, Transcripts and Testamur Replacement Policy

1. Background

Gateway Business College (GBC) has an obligation to ensure that it provides all graduating students with certification documentation that accurately outlines the record of their academic achievement in a timely manner. Additionally, GBC recognises that it has an obligation to ensure that these documents are protected against any fraudulent use, and that there are processes open for the replacement of these documents where necessary. Through application of this Policy GBC complies with the AQF requirements for the issuance of qualifications (see “AQF Qualifications Issuance Policy”) and the requirements specified by TEQSA in the Higher Education Standards Framework (Threshold Standards) 2015.

2. Purpose

This policy defines who is eligible to graduate from an award course at GBC and describes the requirements and processes for issuing official and certified documentation-the policy outline the processes for the replacement of certification documentation. GBC will ensure that all certification documentation is easily authenticated and sufficiently protected against fraudulent use.

3. Scope

This policy applies to all higher education students and to all higher education awards conferred on students for any subjects or course of study at GBC. This document should be read in conjunction with other related policies. (see Related Documents).

4. Definitions

Academic Board: the board responsible for academic governance at GBC. The Academic Board reports to and advises the Corporate Governance Board on academic activity. This board oversees academic activities such as teaching, learning, scholarship, research, course approval, student outcomes, academic standards and academic policy.

Australian Qualifications Framework (AQF): the national framework that regulates Australian education and training qualifications.

Award: A diploma, degree, Statement of Attainment, prize, or other certificate or recognition conferred on a student upon completion of a course of study.

Corporate Governance Board: the formally constituted governing body accountable for the governance of GBC as a higher education operation.

Course: A structured sequence of study leading to the award of a degree, diploma, certificate or other recognised qualification, which when successfully completed is conferred on the graduand by the Governing Board of GBC.

Graduand: A student who has completed all the course requirements for the award were admitted and have been enrolled, and have been deemed eligible to graduate.

Graduate: A graduand who has had their award conferred on them by the Governing Board of GBC.

Graduate in absentia: To have an award conferred without being physically present at an official graduation ceremony.

Tertiary Education Quality Standards Agency (TEQSA): Australia's national independent national regulator of the higher education sector.

5. Principles

5.1 Awarding Degrees and Qualifications

GBC complies with the Australian Qualification Framework (AQF) and the *Higher Education Standards Framework 2015* which specify the requirements for the awarding of degrees and qualifications.

Qualifications are awarded where two conditions are fulfilled:

- Where a higher education course of study delivered by GBC has been accredited as leading to the award of that qualification by all necessary accrediting bodies (internally, this is Academic Board, externally, this is TEQSA)
- When a higher education student enrolled at GBC has demonstrated satisfactory completion of all requirements necessary for the degree.

5.2 Student rights

All students who complete the requirements of course will be issued a testamur by GBC.

GBC ensures the authenticity of all of its certification documentation issued to students.

All higher education courses offered by GBC will be aligned with all AQF requirements and regulations.

All prospective graduates will be informed of all GBC graduation processes and procedures.

All students that complete one or more subjects of a program of study are eligible to obtain an academic record of results.

All graduates are entitled to a replacement testamur if the original copy is damaged, destroyed, stolen, lost or otherwise misplaced.

5.3 GBC Responsibilities

GBC will make accessible a current register of all Australian Qualification Framework (AQF) qualifications that it has the authorisation to issue, and will maintain a register of

all AQF qualifications issued to graduates. All student records will be retained under the Student Record-Keeping Policy and the Privacy Policy.

5.4 Graduation

All students who been admitted to and enrolled in an award course at GBC will be deemed eligible to graduate if they:

- have fulfilled all the course requirements of the award;
- have fulfilled all their financial obligations to the College;
- are not suspended or excluded from the College (refer Student at Risk and Academic Progress Policy; Academic Integrity Policy; Student Academic Misconduct Policy);
- they have not already graduated from the award; and
- have been approved to graduate by the Academic Board.

All students deemed eligible to graduate will be included in the next scheduled graduation ceremony.

Any student who is eligible to graduate may elect to defer their graduation to a subsequent ceremony not more than 12 months following the completion of their award course.

Any student who is eligible to graduate may elect to graduate in absentia. A student who has graduated in absentia will not be permitted to participate in another official graduation as a graduand of the same award.

Any student eligible to graduate who after 12 months following the completion of their award course:

- has not attended an official graduation ceremony; and
- has not elected to graduate in absentia

will be automatically graduated in absentia. The issuance of a degree is taken by GBC to represent a student's completion of requirements necessary for that degree. The Corporate Governance Board is the sole body within GBC that is empowered to issue a degree, and will do so on the advice of the Academic Board that a student has met the requirements for graduation.

Upon receipt of an award, a student's status becomes "graduated" and the student is no longer enrolled. Enrolment in an additional program or course of study requires a separate application.

6. Procedures

6.1 Course completion – Identification of Graduands

- Student Administration will compile a list of students who have met the requirements for an award. (see above)

- The Course Coordinator will confirm that all grades are correct and have been formally awarded (See Grading Policy) and that the students meet the requirements for graduation.
- The Dean will confer with the Course Coordinator and compile a final list of students who meet the requirements for graduation for presentation to the Academic Board.
- Academic Board considers the student list and if deemed appropriate recommends to Governing Board the students on the list who are eligible to graduate (they are then graduands)
- All graduands will be contacted by Student Administration and informed of the arrangements for graduation.

6.2 Academic Board responsibilities

The Academic Board has responsibility for confirming that students have met the requirements for an award and recommending to the Corporate Governance Board that these students be graduated.

The Academic Board has overarching responsibility to ensure that all statutory requirements surrounding graduation are met including:

- Approving changes to policy governing the issuing of academic record of results, graduation letters, and the verification of alignment with standards established by the Australian Qualifications Framework.
- Ensuring that all graduation and certification documentation issued to students is compliant with the *Higher Education Standards Framework (2015)*.
- Ensuring that GBC issues a compliant Australian Higher Education Graduation Statement to all graduates.
- Ensure that all certification documentation is:
 - Clearly identified as a document issued by GBC through the use of its logo and letterhead where appropriate
 - Clearly and prominently states the type of certification to differentiate from other documentation
 - Contains a tracking number and appropriate measures to protect against fraudulent issue or reproduction
 - Signed by the CEO as official GBC signatory.

6.3 Provision of testamurs

The testamur is an official and certified document identifying that the student named on the document has successfully completed the award named on the testamur.

GBC testamur are issued under the authority of the Corporate Governance Board, pursuant to the formal registration and accreditation expected to be granted by the Tertiary Education Quality Standards Agency.

Each testamur will testify the following information:

- Date of issue
- Title of the award including the field of study where appropriate
- Any relevant subsidiary components of the qualification (i.e. majors, honours etc.)
- GBC's name and logo and the authority under which the testamur has been issued (i.e. the Corporate Governance Board);
- Full name of graduate as recorded on the student's academic record
- Name and signature of the official signatory (CEO)
- Either the AQF logo or the statement that "This qualification is recognised within the Australian Qualifications Framework."

All awards will include measures to prevent copying in accordance with the *Falsification of Documentation Policy*.

Testamurs will be provided to students at a graduation ceremony or supplied to students via alternate means if they are absent.

Graduating students will be provided with a testamur free of charge for the first copy they receive.

Subsequent copies will be requested on a fee for service basis.

6.4 Provision of academic record (Transcript)

The Academic Record (transcript) is an official and certified document detailing a student's enrolment record at the College. Each transcript will contain the following information:

- GBC's name and logo;
- the title and level of the award;
- the CRICOS Code of the award
- the commencement date of the award;
- the completion date of the award;
- the conferral date of the award;
- a complete chronological list of enrolled subject, the subject's credit point value, and marks and grades attained;
- an explanation of results; and
- the full name of the student as recorded on the student's record.

A GBC Academic Record (transcript) will only be issued to students who are eligible to graduate. (see above)

The Academic Record (transcript) will be printed on security stationary and will show the name and signature of the Dean and a unique certificate number for document identification.

Subsequent academic record of results will be provided to students upon their request on a fee-for-service basis.

Academic results will not be provided to any person of organisation unless the student authorises such disclosure in writing in advance.

6.5 Student Completion Letter

The Student Completion Letter is an official and certified document identifying that the student named on the document has successfully completed the award named. Each letter will contain the following information:

- GBC's name and logo;
- the title and level of the award;
- the CRICOS Code of the award;
- the commencement date of the award;
- the completion date of the award;
- the date the requirements of the award were met;
- the study mode and delivery location of the award;
- the language of instruction of the award; and
- the full name of the student as recorded on the student's record.

A GBC Student Completion Letter will only be issued to students who are eligible to graduate. (See 5.4 Graduation)

6.6 Replacement Testamurs and Transcripts

Student requests for replacement certification documentation must be received in writing through Student Administration.

Students may request a replacement in the event that certification documentation has been stolen, lost, damaged, destroyed, or if the student's name has changed.

Requests for replacement must include the following information:

- Name on the original certificate
- Previous identification number
- Award title, and
- Year received
- Where possible, evidence of circumstances leading to request for replacement.
- Proof of identity through one of the following options: a current passport, a current driver's license, a birth certificate, or a proof of age card. Certified copies are acceptable.

GBC will update its records to ensure that the previous documentation is listed as no longer valid. The replacement documentation will have a new tracking number and will clearly state that it is a replacement document.

GBC reserves the right to charge a nominal administrative fee per replacement item.

Replacement requests will be completed within 20 working days.

7. Review

This policy will be reviewed by the Academic Board every three years, or more frequently should the Board deem it necessary.

Document History			
Document Name	Graduation, Transcripts and Testamur Replacement Policy		
Document Owner	GBC	Date Developed	21.02.2017
Initial Approver	GBC Policy Development Committee	Date Initial Approval	14.04.2017
Reviewed by	Academic Board	Date of Approval	27.07.2017
Reviewed by	Academic Board	Date of Approval	12.09.2017
Related Documents	Academic Integrity Policy Teaching and Learning Policy Fraud Prevention Policy AQF Qualifications Issuance Policy Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth) Higher Education Standards Framework (Threshold Standards) 2015		
Version No.	Summary of Changes		
1.	Background: Information updated Principles: Information updated		
1.1.	Policy renamed from Degree Issuance and Replacement Policy Principles: Information updated Provision for academic records: added information Completion Letter: Information added Provision of testamurs: Additional information appended		