

## COURSE COMPLETION, GRADUATION, TRANSCRIPTS AND TESTAMURS POLICY

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Related Documents	GCA International Student Support Services Policy GCA Transfer between Registered Providers Policy UBSS Course Delivery by Third Party Providers Policy and Procedures UBSS Course Discontinuation Policy UBSS Course Transfer, Exit and Change of Major Policy UBSS Credit Transfer Policy UBSS Grievance and Appeals Policy (Academic) UBSS Revocation of Awards Policy UBSS Supplementary Examination Policy UBSS Student Academic Records Management Policy
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# 1 Context

This policy defines who is eligible to graduate from an award course at UBSS and describes the requirements for issuing official and certified documentation in addition to outlining UBSS course completion requirements in line with regulator and DIBP requirements.

# 2 Scope

## 2.1 Rationale

This policy applies to all students and to all awards conferred on students from any course or unit(s) of study at UBSS. This document should be read in conjunction with other related policies.

## 2.2 Legislative Context

- The Higher Education Support Act 2003 (Cth) (HESA)
- Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth);
- Higher Education Standards Framework (Threshold Standards) 2015;
- The Educational Services for Overseas Students Act (ESOS): 2000 The National Code
- Education Services for Overseas Students Regulations 2001;
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007;

# 3 Definitions

Item	Definition
<i>AQF</i>	The Australian Qualifications Framework, a national policy which describes the minimum standards and levels of Australian qualifications and award courses.
<i>Award</i>	A diploma, degree, Statement of Attainment, prize, or other certificate or recognition conferred on a student upon completion of a course or unit(s) of study.
<i>CoE</i>	CoE is the abbreviation for Confirmation of Enrolment. This is a document that is issued by UBSS after a student has signed an Offer Letter for an approved UBSS course. It formalises the student’s enrolment in the UBSS course. The CoE is issued by UBSS on behalf of the Department of Immigration & Border Protection (DIBP) to satisfy international student visa requirements.
<i>Course</i>	A structured sequence of study leading to the award of a degree, diploma, certificate or other recognized qualification, which when successfully completed is conferred on the graduand by the Governing Board of UBSS.
<i>DIBP</i>	DIBP refers to the Australian government authority, the Department of Immigration and Border Protection.
<i>Graduate</i>	A graduand who has had their award conferred on them by the Governing Board of UBSS.

Item	Definition
<i>Graduate in absentia</i>	To have an award conferred without being physically present at an official graduation ceremony.
<i>Study Load Requirements</i>	Study Load Requirements refers to the minimum loading requirements for subject enrolment each trimester in order that students can complete their course of study within their CoE timeframe.

## 4 Course Completion Requirements

Students must complete their course within the timeframe specified on their CoE.

Students must adhere to the study load requirements outlined on the UBSS website (namely, by maintaining a full-time study load of four subjects in each trimester with a minimum of eight subjects in a full year), and the Academic Progression requirements outlined in the Academic Progression and Intervention Policy (#3.1).

The Department of Immigration and Border Protection (DIBP) requires that students on a student visa complete their course within the original timeframe for which the visa was granted.

## 5 National Policy References

The Higher Education Standards Framework (Threshold Standards) 2015 Standard 1.5 Qualifications and Certification establishes the specifications for the production and issuance of official and certified academic documents, including:

*1 Qualifications, other than higher doctoral or honorary qualifications, are awarded only if a course of study leads to the award of that qualification and all of the requirements of the course of study have been fulfilled...*

*3 When an Australian Higher Education Qualification is offered, the course of study leading to the qualification is either self-accredited under authority to self-accredit or accredited by TEQSA and the learning outcomes for the qualification are consistent with the level classification for that qualification in the Australian Qualifications Framework....*

*5 All certification documentation issued by the higher education provider is:*

- a. unambiguously issued by the registered higher education provider*
- b. readily distinguishable from other certification documents issued by the higher education provider*
- c. protected against fraudulent issue*
- d. traceable and authenticable*
- e. designed to prevent unauthorised reproduction, and*
- f. replaceable by the higher education provider through an authorised and verifiable process.*

*6 Testamurs state correctly, in addition to the requirements for all certification documentation:*

- a. the full title of the qualification awarded, including the field or discipline of study*
- b. any subsidiary component of the qualification (such as integrated honours, an area of specialisation or a major study), and*
- c. if any parts of the course of study or assessment leading to the qualification were conducted in a language other than English, except for the use of another language to develop proficiency in that language.*

7 Records of results state correctly, in addition to the requirements for all certification documentation:

- a. the full name of all courses and units of study undertaken and when they were undertaken and completed
- b. credit granted through recognition of prior learning
- c. the weighting of units within courses of study
- d. the grades and/or marks awarded for each unit of study undertaken and, if applicable, for the course overall
- e. where grades are issued, an explanation of the grading system used
- f. where a course of study includes a significant particular focus of study such as honours, an area of specialisation or a major study, a definition of that component of significant focus, and
- g. any parts of a course or units of study or assessment that were conducted in a language other than English, except for the use of another language to develop proficiency in that language....

10 Students who complete one or more units of study that do not lead to the award of a qualification have access to an authorised record of results for the units undertaken.”

([https://www.legislation.gov.au/Details/F2015L01639/Html/Text#\\_Toc428368852](https://www.legislation.gov.au/Details/F2015L01639/Html/Text#_Toc428368852) accessed 10/4/2018)

The AQF Qualifications Issuance Policy ensures that graduates receive official and certified documents to which they are entitled, including:

#### “2.1 Issuing AQF Qualifications

2.1.1 All graduates who have completed a program of learning that leads to the award of an AQF qualification are entitled to receive the following certification documentation on award of the qualification:

- a testamur; and
- a record of results.

A graduation statement will also be issued as its usage is adopted across the education and training sectors.

2.1.2 Students who complete part of the requirements of an AQF qualification in which they are enrolled are entitled to receive a record of results.

2.1.3 Graduates are entitled to retain testamurs and records of results once they have been issued unless the:

- AQF qualification builds on a lower level qualification in the same discipline at the same issuing organisation and it has a policy regarding the surrender of certification documentation; or
- AQF qualification is revoked under the terms of the issuing organisation’s policy...”

(<https://www.aqf.edu.au/aqf-policies#aqf-qualifications-issuance-policy> accessed 10/4/2018)

All official and certified academic documents issued by UBSS will comply with the requirements of the Higher Education Standards Framework (Threshold Standards) 2015 and the AQF Qualifications Issuance Policy.

## 6 Official and Certified Academic Documents

UBSS issues the following official and certified academic documents, subject to the eligibility criteria as defined for each document:

### 5.1. 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.

UBSS testamurs are issued under the authority of the Governing Board, pursuant to the formal registration and accreditation granted by the Tertiary Education Quality Standards Agency. Each testamur will testify the following information:

- UBSS's name and logo and the authority under which the testamur has been issued (i.e. the Governing Board);
- the title of the award;
- the date of the award; and
- the full name of the student as recorded on the student's record.

A UBSS testamur will only be issued to students who are eligible to graduate.

The testamur will be printed on stationary featuring the Seal of UBSS and will show the names and signatures of the President and the Registrar and a unique certificate number for document identification.

### 5.2. Academic Record (transcript)

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

- UBSS's name and logo;
- the title of the award;
- the completion date of the award;
- the conferral date of the award;
- a complete chronological list of enrolled units, the unit'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 UBSS Academic Record (transcript) will only be issued to students who are eligible to graduate.

The Academic Record (transcript) will be printed on stationary featuring a security background and micro security text, and will show the name and signature of the Registrar and a unique certificate number for document identification.

### 5.3. 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 on the letter. Each letter will testify the following information:

- UBSS'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 UBSS Student Completion Letter will only be issued to students who are eligible to graduate.

The Student Completion Letter will be printed on stationary featuring a security background and micro security text, and will show the name and signature of the Registrar.

#### 5.4. Statement of Attainment

The Statement of Attainment is an official and certified document identifying that the student named on the document has successfully completed a specified number of units as named on the statement. Each statement will testify the following information:

- UBSS's name and logo;
- the title of the award from which the units were completed;
- a complete list of completed units, the unit's credit point value, and marks and grades attained;
- an explanation of results;
- the completion date of the units;
- the full name of the student as recorded on the student's record;
- the student's UBSS Student Number.

A Statement of Attainment will only be issued to students for units enrolled in and completed at UBSS. Units for which a student has been awarded Recognition of Prior Learning will not be included on the Statement of Attainment.

Students who have outstanding financial obligations to UBSS will not be eligible to receive a Statement of Attainment until the obligations are fulfilled.

The Statement of Attainment will be printed on stationary featuring a security background and micro security text, and will show the name and signature of the Registrar and a unique certificate number for document identification.

#### 5.5. Replacement documentation

The Registrar may approve the replacement of any official and certified document issued by UBSS in cases where the originally issued document has been lost, otherwise partially destroyed, or where the recipient student has legally changed their name.

The replacement document will specify the date of re-issue and an annotation declaring the document to be a replacement. The listed names and signatures of the Registrar and President (as appropriate), and other design features as specified above will be current as at the date of re-issue of the document.

## 7 Graduation

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

- have fulfilled all the course requirements of the award;
- have fulfilled all their financial obligations to UBSS;
- are not suspended or excluded from UBSS);
- 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 as 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.

## 8 Record Management

All records of graduated students and students eligible to receive a Statement of Attainment are permanently kept in an electronic format.

The academic records of current and past students of UBSS belong to UBSS. The Office of the Registrar is the appointed steward of all academic records and is responsible for ensuring the control, accuracy and validity of the electronic student data. (refer UBSS Student Academic Records Management Policy)

## 9 Document Change Control

Version	Change Description	Date	Author
v1	New Policy – combining and replacing the <i>Graduation, Transcripts and Testamurs Policy</i> and the <i>Course Completion Policy</i>	01.09.18	Prof Ian Bofinger