

1. Overview

The purpose of this policy and procedure is to define the rules for the issuing of AQF¹ awards once a student has completed a course of study with Sydney Institute of Traditional Chinese Medicine (“SITCM”).

This policy is designed to align to the *AQF Qualifications Issuance Policy*².

2. Eligibility to graduate and approval to issue a Higher Education award

The Registrar will monitor student course progress and submit a Course Completions Report to the Associate Dean when a student has satisfactorily completed all the requirements of the higher education course in which they are enrolled. The Associate Dean will verify the Report before recommending to the Teaching and Learning Committee that students listed in the Report be awarded the qualification. The Teaching and Learning Committee will endorse the Report and table the list of students who are eligible to graduate at an Academic Board meeting. Upon advice from the Academic Board, the Board of Directors will approve the issuing of the awards.

Following approval by the Board of Directors, the Registrar will create the necessary documentation as detailed in Section 4.

Students who have an outstanding debt to SITCM shall not be permitted to receive their award until such debts have been paid.

Students who are enrolled in a higher qualification but have completed the requirements of a nested award within that qualification are not eligible for the award of the nested qualification unless they withdraw from the course in which they are enrolled. Following the withdrawal the student will be eligible to graduate with the highest nested qualification for which they have completed all course requirements.

2.1 Completion Letter

Students will be advised in writing of their eligibility to graduate within 10 days of approval by the Board of Directors. Students will be given an opportunity to nominate whether they will attend a graduation ceremony or graduate in absentia (refer also section 6).

The completion letter will confirm that a student has completed the academic requirements of their course and is eligible to graduate.

2.2 Certification

A student who is enrolled in a higher education qualification and has successfully completed all the requirements for the qualification is entitled to receive the following certification documentation upon award of the qualification:

- A Testamur.
- A Record of Results.

A student who has successfully completed part of the requirements of an AQF qualification in which they were enrolled but have subsequently withdrawn are entitled to receive:

- A Record of Results.

¹ Australian Qualifications Framework www.aqf.gov.au

² Australian Qualifications Framework Handbook – January 2013

3. Eligibility to graduate and approval to issue a VET award

The VET Coordinator will monitor student progress and verify that a student has satisfactorily completed all the requirements of the VET course in which they are enrolled before recommending to the Executive Management Group that a student be awarded a qualification. The Executive Management Group will approve the issuing of the awards.

Following approval by the Executive Management Group, the Registrar will create the necessary documentation as detailed in Section 4.

Students who have an outstanding debt to SITCM shall not be permitted to receive their award until such debts have been paid.

Students will be advised in writing of their eligibility to graduate and to collect their certification from the Administration Office within 30 days of the end of their final semester of study.

3.1 Certification

A student who is enrolled in a VET qualification and has successfully completed all the requirements for the qualification is entitled to receive the following certification documentation upon award of the qualification:

- A Testamur.
- A Record of Results.

A student who has successfully completed part of the requirements of an AQF qualification in which they were enrolled but have subsequently withdrawn are entitled to receive:

- A Statement of Attainment.

4. Award specifications

4.1 Testamur

A Testamur will contain the following information:

- the legal name of SITCM
- the trading name of SITCM
- SITCM's ABN
- SITCM's RTO code
- SITCM's CRICOS provider code
- SITCM's address and contact details, including website
- SITCM's logo and watermark to ensure authenticity
- the graduate's full name
- the graduate's student number
- the AQF qualification title
- date of conferral
- the name, title and signature of the persons authorised to sign the document
- the statement 'This qualification is recognised within the Australian Qualifications Framework'
- the language of delivery, if other than English
- a unique certificate number
- the NRT logo.

4.2 Record of Results and Statement of Attainment

A Record of Results and Statement of Attainment will contain the following information:

- the legal name of SITCM
- the trading name of SITCM
- SITCM's ABN
- SITCM's RTO code
- SITCM's CRICOS provider code
- SITCM's address and contact details, including website
- SITCM's logo and watermark to ensure authenticity
- the student's full name
- the student number
- the AQF qualification title the student is enrolled in
- For Higher education qualifications each unit of study attempted:
 - study period in which the unit was undertaken
 - the unit code
 - the unit name
 - the credit points allocated to the unit
 - the result for the unit
- For VET qualifications each unit of study attained:
 - the unit code
 - the unit name
- date of issue
- the name, title and signature of the person(s) authorised to sign the document
- for a Record of results: the statement 'Unless accompanied by a Testamur, this Record of Results does not verify that the student has completed the qualification in which they are enrolled'.
- for a Statement of Attainment: 'A Statement of Attainment is issued when an individual has completed one or more accredited units'.

Note: the AQF and NRT logo must not be used on a Record of Results or a Statement of Attainment.

5. Qualifications Register

In keeping with the principles of best practice and the requirements of the *AQF Qualifications Register Policy*, SITCM maintains a:

- A Register of all AQF qualifications SITCM is authorised to issue.
- A Register of all AQF qualifications, including units of competency, issued to graduates.

The *Qualifications Register* will include the following for each qualification:

- Student's full name.
- Date of issue/award/conferral.
- Date qualification approved to be awarded by the Board of Directors (conferral date).

The *Qualifications Register* will be kept and maintained by the Registrar.

6. Presentation of awards

Awards may be issued:

- At a graduation ceremony.
- In person outside a formal graduation ceremony.
- By personal proxy with written permission from the student and personal identification displayed upon collection.
- In absentia (by mail) at the request of the student in writing.

Awards will not be issued to students until after the graduation ceremony at which the award would otherwise have been presented.

7. Revocation and return of awards

SITCM may revoke an award where it becomes evident that the award was inappropriately obtained through fraud or dishonesty.

SITCM will require an award to be returned in the following circumstances:

- When a request has been received to reissue an award because the original award has been damaged.
- The award has been issued with error.
- For Higher education qualifications: An award has been presented for a nested qualification prior to the granting of the higher award.

8. Re-issuing an award

SITCM will reissue an award in the following circumstances:

- When a request is made in writing to the Registrar.
- When a replacement fee (\$55.00) is paid.
- When the original is returned (if possible)³.

The student will provide in writing the reasons why a replacement award is required by completing the *Request for Replacement Award form*. This request must include all relevant details of the original award (full student name, student identification number, name of the award and date, or approximate date, of conferral).

Where the original award cannot be returned the written request for the re-issuing of an award must be made as a Statutory Declaration.

The Registrar will validate the re-issuing of an award by verifying the original issue of the award on the *Qualifications Register*. The re-issued award will also be entered on the *Qualifications Register*.

9. Retention of records

SITCM will retain sufficient student records of attainment to re-issue an AQF qualification for a minimum period of 30 years.

³ In the case of a lost or destroyed award this condition will not apply.

10. Responsibility

The Registrar is responsible for the implementation of this policy and procedure and for ensuring that staff and students are aware of its application and procedures.

11. Delegations for higher education qualifications

Delegations	Authority	Record
1. Review and propose amendments to policy and procedure	Registrar	Documentation submitted to Dean
2. Approval of policy and procedure	Executive Management Group	Minutes
3. Prepare report of course completions at each Executive Management Group meeting	Registrar	Course Completions Report
4. Confirm that graduands do not owe any monies	Finance Manager	Statement of Account
5. Verify that graduands have met all course requirements	Associate Dean	Sign off Course Completions Report
6. Endorse eligibility to graduate	Teaching and Learning Committee	Minutes
7. Recommend graduands for graduation	Academic Board	Minutes
8. Approve graduands for graduation	Board of Directors	Minutes
9. Notify students of their eligibility to graduate	Registrar	Completion Letter
10. Prepare and issue certification	Registrar	Testamurs, Records of Results
11. Maintain and update qualifications register	Registrar	Register
12. Ensure data is maintained in perpetuity to re-issue Testamurs and record of results	Registrar	Student file
13. Validate request for replacement award	Registrar	Request for Replacement Award form
14. Re-issue replacement award	Registrar	Letter

12. Delegations for VET qualifications

Delegations	Authority	Record
1. Review and propose amendments to policy and procedure	Registrar	Documentation submitted to Dean
2. Approval of policy and procedure	Executive Management Group	Minutes
3. Prepare report of course completions at each Executive Management Group meeting	Registrar	Course Completions Report
4. Confirm that graduands do not owe any monies	Finance Manager	Statement of Account
5. Verify that graduands have met all course	VET Coordinator	Sign off Course Completions

Delegations	Authority	Record
requirements		Report
6. Recommend graduands for graduation	VET Coordinator	Course Completions Report
7. Approve graduands for graduation	Executive Management Group	Minutes
8. Notify students of their eligibility to graduate	Registrar	Completion Letter
9. Prepare and issue certification	Registrar	Awards, Records of Results, Statements of Attainment
10. Maintain and update qualifications register	Registrar	Register
11. Ensure data is maintained in perpetuity to re-issue Testamurs and record of results	Registrar	Student file
12. Validate request for replacement award	Registrar	Request for Replacement Award form
13. Re-issue replacement award	Registrar	Letter

11. Version control

Document: Graduation and Awards Policy and Procedure		
Policy owner: Executive Management Group		
Policy Developer and Reviewer: Registrar	Version #: 3.0	Date: 12 September 2016

Version History

Version	Authorised by	Approval Date	Details
1.0	Executive Management Group	25 July 2013	Document creation
2.0	Executive Management Group	18 March 2015	Added VET qualifications and schedules of delegations
3.0	Executive Management Group	12 September 2016	Added Section 2.1 completion letter Modified Section 2 and schedules of delegation (point 3)