GRADUATION AND AWARDS POLICY AND PROCEDURE

Sydney Institute of Traditional Chinese Medicine

Graduation and Awards Policy and Procedure	
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VERSION HISTORY

Version	Updated by	Approval Date	Details
1.0	EMG	25 Jul 2013	Document creation
1.1	EMG	18 Mar 2015	Added VET qualifications and schedules of delegations
1.2	EMG	12 Sep 2016	Added Section 2.1 completion letter Modified Section 2 and schedules of delegation (point 3)
2.0	AB	29 May 2019	Updated to meet the HESF15. Ownership transferred to the AB.
2.1	PRG	6 Apr 2020	Removed "Delegations Section" for consistency with other policy. Clarified section on registers.
2.2	AB	14 Jan 2021	Added information on Testamur security features; added the requirement of the Unique Student Identifier (USI).
2.3	AB	1 Sep 2022	Added that SITCM now uses Australian Higher Education Graduation Statement (AHEGS)

PURPOSE AND SCOPE

The aim of this policy is to:
- Outline the eligibility to graduate with a BCTM or VET qualification.
- Outline what information is to be included on a Testamur, a Statement of Attainment and a Record of Results.

This policy applies to the Bachelor of Traditional Chinese Medicine (BTCM) and VET qualifications at the Sydney Institute of Traditional Chinese Medicine (SITCM).

1   OVERVIEW

The purpose of this policy and procedure is to define the rules for the issuing of an Australian Qualifications Framework (AQF) award once a student has completed a course of study at Sydney Institute of Traditional Chinese Medicine (SITCM).

This policy is designed to align to the *AQF Qualifications Issuance Policy*, the *Higher Education Standards Framework (Threshold Standards) 2021,* particularly Section 1.5 Qualifications and Certification, and *Standards for Registered Training Organisations (RTOs) 2015*.

2   POLICY

2.1   ELIGIBILITY TO GRADUATE AND APPROVAL TO ISSUE A HIGHER EDUCATION AWARD

2.1.1   ELIGIBILITY TO GRADUATE WITH A HIGHER EDUCATION AWARD
1) At present, SITCM only offers one Higher Education award: the Bachelor of Traditional Chinese Medicine (BTCM).
2) To be eligible to graduate, a student must meet the following conditions:
    a. All course requirements must be completed.
    b. There must be no outstanding debt with SITCM.
    c. There must be no exclusion or expulsion penalty on the student's record.
    d. The student has been assigned a Unique Student Identifier (USI) or an exemption applies.

2.1.2   APPROVAL OF A HIGHER EDUCATION AWARD
1) The Registrar will monitor student course progress and submit a *Course Completions Report* to the Dean when a student has satisfactorily completed all the requirements of the higher education course in which they are enrolled.
2) The Dean will verify the *Course Completions Report* before recommending to the Teaching and Learning Committee (TLC) that students listed in the Report be awarded the qualification.
3) The TLC will endorse the *Course Completions Report* and table the list of students who are eligible to graduate at an Academic Board (AB) meeting.
4) Upon advice from the AB, the Board of Directors (BoD) will approve the issuing of the awards.

2.1.3   NOTIFICATION
1) Students will be advised in writing of their eligibility to graduate within ten (10) days of approval by the BoD.
2) The completion letter will confirm that a student has completed the academic requirements of their course and is eligible to graduate.
3) Students will be given an opportunity to nominate whether they will attend a graduation ceremony or graduate in absentia.

2.1.4   CERTIFICATION
1) 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. A *Testamur*,
    b. A *Record of Results*, and
    c. An *Australian Higher Education Graduation Statement*.
2) A student who has successfully completed part of the requirements of an AQF qualification in which they are enrolled or were enrolled but have subsequently withdrawn are entitled to receive a *Record of Results*.

2.2   ELIGIBILITY TO GRADUATE AND APPROVAL TO ISSUE A VET AWARD

2.2.1   ELIGIBILITY TO GRADUATE WITH A VET AWARD
1)   To be eligible to graduate, a student must meet the following conditions:
      a.   All course requirements must be completed.
      b.   There must be no outstanding debt with SITCM.
      c.   There must be no exclusion or expulsion penalty on the student's record.
      d.   The student has been assigned a Unique Student Identifier (USI) or an exemption applies.

2.2.2   APPROVAL OF A VET AWARD
1)   The VET Coordinator will monitor student course progress.
2)   The Registrar will prepare a *VET Course Completions Report* when a student has satisfactorily completed all the requirements of the VET course in which they are enrolled, and recommend to the Executive Management Group (EMG) that students listed in the Report be awarded the qualification.
3)   The EMG will approve the issuing of the awards.

2.2.3   NOTIFICATION
1)   Students will be advised in writing of their eligibility to graduate within ten (10) days.
2)   Students will be issued their certification documentation within thirty (30) days of being assessed as competent in the VET course they are enrolled in.

2.2.4   CERTIFICATION
1)   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.   A *Testamur*.
      b.   A *Record of Results*.
2)   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.   A *Statement of Attainment*.

2.3   AWARD SPECIFICATIONS

2.3.1   COMMON CONTENT
A Testamur, Record of Results and a Statement of Attainment will contain the following common information:
1)   The legal name of SITCM.
2)   The trading name of SITCM.
3)   SITCM's Australian Business Number (ABN).
4)   SITCM's Tertiary Education Quality and Standards Agency (TEQSA) Provider ID and/or Registered Training Organisation (RTO) code.
      a.   BTCM certification documentation must contain the TEQSA Provider ID.
      b.   VET certification documentation must contain the RTO code.
5)   SITCM's Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) provider code.
6)   SITCM's address and contact details, including website.
7)   SITCM's logo and watermark to ensure authenticity.

8) The student's full legal name as listed on their official student record.
9) The student number.
10) The AQF qualification title.
11) The date of issue/conferral.
  a. A testamur will specify the date of conferral only.
  b. A replacement testamur will specify the date of conferral and the date of re-issue.
12) The name, title and signature of the persons authorised to admit graduands to an award or to issue the documentation, namely:
  a. The Chair of the Academic Board.
    i. If this position is vacant, this authority temporarily transfers to the Dean.
  b. The Chair of the Board of Directors.
    i. If this position is vacant, this authority temporarily transfers to the SITCM Director who represents the owners' interests.
13) The language of delivery, if other than English.

2.3.2   DISTINCT CONTENT

A Testamur, Record of Results, AHEGS and a Statement of Attainment will contain the following distinct content:

Certification Documentation	Specific Information
Testamur	• AQF logo or the words 'This qualification is recognised within the Australian Qualifications Framework'. • VET only: Nationally Recognised Training (NRT) logo. • A unique certificate number.

Record of Results	• For Higher education qualifications each unit of study attempted:
	  a. The study period in which the unit was undertaken.
	  b. The unit code.
	  c. The unit name.
	  d. The credit points allocated to the unit.
	  e. The result for the unit.
	• For VET qualifications each unit of study attempted:
	  a. The study period in which the unit was undertaken.
	  b. The unit code.
	  c. The unit name.
	  d. The result for the unit.

AHEGS	• AHEGS logo.
	• The AHEGS statement as provided by the Australian Government.
	• Summary details of the award including course accreditation details.
	• Summary details of SITCM.
	• Summary details of the graduate's academic achievements:
	  a. For each unit of study attempted:
	    i. The study period in which the unit was undertaken.
	    ii. The unit code.
	    iii. The unit name.
	    iv. The credit points allocated to the unit.

	v. The result for the unit. b. Under Special Achievements, student representative participation on SITCM's Student Staff Consultative Committee (SSCC) or Student Representative Group (SRG). • A description of the Australian Higher Education System as provided by the Australian Government.

Statement of Attainment	• The statement 'A statement of attainment is issued when an individual has completed one or more accredited units'.
	• NRT logo.
	• Each unit of study attained:
	   a. The unit code.
	   b. The unit name.
	• A unique certificate number.

2.3.3   TESTAMUS SECURITY FEATURES

To prevent unauthorised reproduction of Testamurs, the following security measures are used:
1) Testamurs are only printed on special certificate paper that has an embossed texture.
2) Testamurs are watermarked with SITCM's logo.
3) An embossed stamp is used to imprint the seal of SITCM into each Testamur.

2.4   GRADUATE REGISTERS

1) The Registrar maintains registers of all graduates to whom SITCM has awarded AQF qualifications (as per the *AQF Qualifications Register Policy*).
2) The *BTCM Graduate Register* includes the following details for each student to complete SITCM's BTCM course:
   a.   The student's full legal name.
   b.   The student number.
   c.   Date of issue/conferral.
   d.   Date of re-issue/conferral where a replacement testamur has been issued.
   e.   The AQF qualification by its full title.
3) The *VET Graduate Register* includes the following details for each student to complete an SITCM VET course:
   a.   The student's full legal name.
   b.   The student number.
   c.   Date of issue/conferral.
   d.   Date of re-issue/conferral where a replacement testamur has been issued.
   e.   The AQF qualification by its full title.

2.5   PRESENTATION OF HIGHER EDUCATION AWARDS

1) Awards may be issued:
   a.   At a graduation ceremony; or
   b.   In absentia, at the request of the student in writing, either:
       a.   In person outside a formal graduation ceremony;
       b.   By personal proxy with personal identification displayed upon collection; or
       c.   By mail.

2.6   REVOCATION AND RETURN OF AWARDS

1) SITCM may revoke an award where it becomes evident that the award was inappropriately obtained through fraud or dishonesty.
2) SITCM will require an award to be returned in the following circumstances:
    a. When a request has been received to re-issue an award because the original award has been damaged or due to a name change.
    b. The award has been conferred with error.

2.7   RE-ISSUING AN AWARD

1) SITCM will issue a replacement testamur in the following circumstances:
    a. The original testamur has been lost, stolen, destroyed or damaged.
    b. The graduate has a change of name.
2) The graduate must apply for a replacement testamur on the *Request for a Replacement Testamur 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).
3) A replacement testamur cannot be issued if the original testamur is still in the graduate's possession.
    a. Where the original testamur is damaged or a name change is required, the original testamur must be returned to SITCM before a replacement testamur can be issued.
    b. Where the original testamur is no longer in the possession of the graduate, a Statutory Declaration must be submitted with the application. The Statutory Declaration must outline what happened to the original testamur.
4) The Registrar will validate the re-issuing of an award by verifying the original issue of the award on the *Graduate Register*. The re-issued award will also be entered on the *Graduate Register.*

2.8   RETENTION OF RECORDS

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

2.9   RESPONSIBILITIES

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

3   PROCEDURES

3.1   HIGHER EDUCATION AWARDS

1) The Course Coordinator notifies the Registrar of the release of results for CPP418 Block Clinical Practice 2.
2) The Registrar confirms via the student management system that the student has met all the criteria to be eligible to receive their award.
3) The Registrar confirms with the Finance Manager that the student has no outstanding debts to SITCM.
4) The student is notified via email of their graduand assessment status:
    a. If the student has met all the criteria to be eligible to receive their award the student will be notified regarding the graduand approval process and the expected date of their graduation.

      b.   If the student has not met all the criteria to be eligible to receive their award the student will be notified regarding further requirements that need to be satisfied.

5) The Registrar prepares the *Course Completions Report*, listing those students identified as having completed their study along with details of credit for prior learning.
   a. The *Course Completions Report* is prepared for the approval of the Dean on a quarterly basis.
   b. Once the document has been approved by the Dean, it will be reviewed by the TLC, AB and BoD.
6) The BoD approves the awards.
7) The Registrar records the graduate's completion of study in the student management system and prepares the graduation certification documentation.
8) The graduate is notified via email when their certification documentation is available for collection from the Administration Office.
9) The Registrar updates the *BTCM Graduate Register*.

3.2   VET AWARDS
1) The VET Coordinator notifies the Registrar that a student has completed all course requirements.
2) The Registrar confirms with the Finance Manager that the student has no outstanding debts to SITCM.
3) The student is notified via email of their graduand assessment status:
   a. If the student has met all the criteria to be eligible to receive their award the student will be notified regarding the graduand approval process and the expected date of their graduation.
   b. If the student has not met all the criteria to be eligible to receive their award the student will be notified regarding further requirements that need to be satisfied.
4) The Registrar prepares the *VET Course Completions Report*, listing those students identified as having completed their study along with details of recognition of prior learning.
   a. The *VET Course Completions Report* is prepared for the approval of the EMG on a regular basis.
5) The EMG approves the awards.
6) The graduate is notified via email when their certification documentation is available for collection from the Administration Office.

4   RELATED POLICY AND OTHER DOCUMENTATION
1) AQF Qualifications Issuance Policy.
2) Higher Education Standards Framework (Threshold Standards) 2021.
3) Standards for Registered Training Organisations (RTOs) 2015.
4) Course Completions Report.
5) VET Course Completions Report.
6) Testamur.
7) Record of Results.
8) Statement of Attainment.
9) AQF Qualifications Register Policy.
10) BTCM Graduate Register.
11) VET Graduate Register.

12) Request for a Replacement Testamur Form.
13) Guidelines for the presentation of Australian Higher Education Graduation Statements.