POLICY AND PROCEDURE

Name:	STUDENT AWARDS AND GRADUATION POLICY
Policy No:	PP3115
Approved by:	ACER Academic Board
Last reviewed:	August 2018
Responsible Division/ Department:	Professional Resources Division/ ACER Institute

1.   Purpose

To set Eligibility to Graduate and the conferral of Awards from ACER Higher Education Courses, and to outline the requirements for Graduands to receive the certification documentation to which they are entitled.

2.   Scope

This policy applies to all Staff Members and Students.

3.   Definitions

See: Glossary of Terms.

4.   Legislation and Related Documents

AQF Qualifications Issuance Policy (2nd Edn. January 2013)
ACER Records Management Policy
ACER Student Policies

5.   Roles and Responsibilities

Qualification specifications and principles are consistent with the AQF Qualifications Issuance Policy (2nd Edn January 2013).

5.1   Eligibility to Graduate

Students are Eligible to Graduate upon successful completion of all Course requirements.

The Director is responsible for:

    i.   Determining whether a Student has completed all Course requirements. In exceptional circumstances the Director may waive

some Course requirements for particular Students. (For example, a Course variation beyond a Student's control).

 ii. Scheduling and organising any graduation ceremony including the preparation of Testamurs.

 iii. Advising Graduands that they are eligible to Graduate and receive their Award.

 iv. Where appropriate, inviting Graduands to the graduation ceremony and advising them of the scheduled date and time, the dress code and other arrangements;

 v. The Director is also responsible for maintaining a Record of Graduates containing name, date of birth, date of completion, date of conferral, Student identification number and particulars of the Award and for providing this information to the ACER Records Manager for storing according to the ACER Records Management Policy 3.14.

 vi. The Director will provide a report of all Awards conferred (including posthumous Awards) to the ACER Board annually.

 vii. The Director will provide a report of all Statements of Attainment issued to the ACER Board annually.

 viii. The Director will maintain a register of all AQF qualifications they are authorised to issue.

 ix. The Director will maintain a register of all AQF qualifications they issue to Graduates.

5.2 Conferral of Awards

 i. Awards can only be issued if Students have no fees outstanding.

 ii. Awards will be conferred by the Chairperson of the ACER Board of Directors or nominee on behalf of the ACER Board.

 iii. ACER Graduates will automatically receive their graduation certification in person at their graduation ceremony. In-absentia Graduates will receive their documents by mail.

 iv. 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
- A Record of Results.
- AHEGS

5.3 Testamur

 i. ACER complies with the guidelines set by the AQF in relation to the format, issuance and content of the Testamur.

 ii. The Testamur is the legal certification of an Award from ACER. The wording and presentation of the Testamur shall be approved by the ACER Board, in accordance with current AQF requirements.

 iii. The Testamur shall be protected from fraudulent use.

- Procedures for presenting and issuing the Testamur are found in Appendix 1.

5.4 Record of Results

i. ACER complies with the guidelines set by the AQF in relation to the format, issuance, and content of the Record of Results.
ii. The Record of Results documents all Courses and Units studied by a Student at ACER. It is a formal transcript of a Students' full academic history. It is issued at graduation in addition to the Testamur and the Australian Higher Education Graduation Statement AHEGS.
iii. The Record of Results shall be protected from fraudulent use.
- Procedures for presenting and issuing the Record of Results can be found in Appendix 1.

5.5 Australian Higher Education Graduation Statement (AHEGS)

i. ACER complies with the guidelines set by the Australian Government in relation to the format, issuance, and content of the AHEGS.
ii. The Australian Higher Education Graduation Statement (AHEGS) is designed to assist in both national and international recognition of Australian qualifications, and to promote the international mobility and professional recognition of Australian Graduates.
iii. The Australian Higher Education Graduation Statement (AHEGS) is issued to Graduates of an AQF qualification at the time of conferral (graduation). It provides information on the Award that the Graduate has completed, their academic results, the institution they have studied at, and the Australian higher education system.
iv. The AHEGS shall be issued in addition to other documentation, such as the Testamur and the Record of Results.
v. One AHEGS is issued for each Award conferred.
vi. The AHEGS can be protected from fraudulent use.
- Procedures for presenting and issuing the AHEGS are found in Appendix 1.

5.6 Statement of Attainment

i. ACER complies with the guidelines set by the AQF in relation to the format, issuance and content of the Statement of Attainment.
ii. A Statement of Attainment shall be issued when an individual has completed one or more accredited Units; it recognises partial completion of an AQF Award.
iii. The Statement of Attainment may include additional information to certify completion of an identified skill set.
iv. The date used on the Statement of Attainment is the date of conferral.
- Procedures for presenting and issuing the Statement of Attainment are found in Appendix 1.

6. Academic dress

The academic dress for Graduands is a black robe with ACER purple-lined hood.

7. Awards for academic excellence

    i. ACER may confer academic Awards to Graduands who achieve a GPA of over 6 across a Course.

    ii. ACER may award an academic medal to the highest achieving graduand from a Course. This award in not announced until the graduation ceremony.

8. Posthumous Awards

The Institute may award a qualification posthumously if a Student at the time of death, or permanent incapacitating injury or illness, was enrolled in a Unit(s) which, if successfully completed, would have completed Course requirements for that Award. The decision to bestow a posthumous Award should take into account the wishes of the immediate family.

If the Student was at an earlier stage in the Course, the Director may, upon request from the executor or family member, recommend to the ACER Course Advisory Committee that a Statement of Attainment listing the successfully completed Units be issued. A posthumous Award will be entered in the Register of Awards and identified as such.

9. Replacement documents

Graduands may apply for a replacement certification document if the original has been lost, stolen or damaged. Graduands who have changed their name may also apply for a replacement document to reflect their name change.

- Procedures for issuing replacement documents and cost of replacement documents are found in Appendix 2.

10. Dispute Resolution

Should a dispute arise in relation to the interpretation or application of this policy or its procedures a Grievance may be notified and managed in accordance with the ACER PP3111 Student Grievance Resolution Policy.

11. Awareness of Policy

The Director will take reasonable steps to disseminate and explain this policy to Staff Members and Students who may be affected by it.
The policy will be available online at: https://www.acer.org/professional-learning/postgraduate/students/policies.

12. Version Control

    Authorised by: ACER Academic Board
    Maintained by: Director, ACER Institute
    Written: March 2013
    Review: November 2020
    Version: 5

Version Control	Date Effective	Amendments by	Amendment
1.	23/1/2013	E. Hartnell-Young	Logo, Page Numbers, Scope
2.	14/3/2013	C. Kemp	Last Review date updated, Version Control details included, formatting
3.	12/11/2015	G. Appleby	Definitions, Purpose, Scope, Roles and Responsibilities, Awareness of Policy, Version Control details, formatting.
4	17/8/2016	P. Taylor-Guy	Changed name of Policy (Awards added to title). Checked for compliance 5.1 Eligibility to Graduate reviewed and updated, Conferral of Awards updated at 5.2 Added additional details regarding Testamur at 5.3 Record of Results updated at 5.4 AHEGS added at 5.5 Statement of Attainment added. Edited Posthumous Awards. Revised AHEGS section. Detailed procedures and sample documents added as Appendix 1 and 2. Remove table of Definitions and add link. Update Legislation and Related Documents. Update Version Control
5	1/8/2018	P. Taylor-Guy	Formatting Quality check Version control

Appendix 1 PP3115 Student Awards and Graduation Policy

Testamurs, Record of Results, AHEGS, Statement of Attainment

This Appendix documents the business processes required to comply with the *AQF Qualifications Issuance Policy*, which outlines the national policy requirements for issuing AQF qualifications.

This Appendix also includes the processes for issuing the Australian Higher Education Graduation Statement (AHEGS), and the Statement of Attainment.

1. Testamurs

1.1 Official documentation for Testamurs:

The Testamur is the legal certification of a Degree or Award from ACER.

The Testamur is printed on A4 size watermarked paper.

ACER's logo and registration number is issued on the Testamur, as the official identification of the issuing organisation. It is displayed at the top of the Testamur.

ACER's seal appears at the bottom of the Testamur.

1.2 AQF logo:

The Testamur will feature the official AQF logo, in compliance with its conditions of use: http://www.aqf.edu.au/wp-content/uploads/2013/05/AQF-Logo-Conditions-for-Use-July-2011-Reissued-May-2012.pdf.

1.3 Presentation of the Testamur:

- See Testamur Example 1 for the Graduate Certificate of Education (Assessment of Student Learning).

2. Record of Results

2.1   Official documentation for the Record of Results (also known as an academic transcript):

The Record of Results documents all Courses and Units studied at ACER. It is a formal transcript of a Students' full academic history.

The Record of Results is printed on A4 size watermarked paper.

ACER's logo and registration number will be issued on the Record of Results, as the official identification of the issuing organisation. It will be presented at the top of the document.

ACER's seal will appear at the bottom of the Record of Results.

2.2 Contents of the Record of Results:

Subject/Unit details, results, and date of enrolment, are recorded on the official Record of Results. If a Student has been enrolled in more than one Course, it lists all Courses and all Units studied, as follows:

units completed

units discontinued after census date

units with a fail grade

years of study and teaching periods/semesters

grades

exemptions and credit/advanced standing

full nomenclature of the final Award

2.3 Presentation of the Record of Results:

- See Record of Results Example 2 for the Graduate Certificate of Education (Assessment of Student Learning).

3. Australian Higher Education Graduation Statement

3.1 Purpose:

The Australian Higher Education Graduation Statement (AHEGS) is a requirement of the Australian Government. It provides information on a Student's higher education qualification, the institution at which the qualification was obtained and the Australian higher education system, in one easy to read document.

3.2 Layout and content:

The AHEGS can be printed on A4 size watermarked paper but is not a requirement. ACER's logo appears on the front page of the AHEGS.

The AHEGS consists of five sections, with the first four including a number of elements. It is a requirement that the five sections of the AHEGS be presented in the following order:

Section 1 – The Graduate

Section 2 – The Award

Section 3 – The Awarding Institution

Section 4 – The Graduate's Academic Achievements

Section 5 – Description of the Australian higher education system.

The full details of the layout and content required by the Australian Government's Department of Education and Training are found at: https://docs.education.gov.au/node/34131.

- See AHEGS Graduation Statement Example 3 for the Graduate Certificate of Education (Assessment of Student Learning).

3.3 Course description statement

The AHEGS Course description statement is provided, for example:

The Graduate Certificate of Education (Assessment of Student Learning) is a postgraduate qualification consisting of 50 credit points, taught in English, which normally takes one year part-time to complete. Admission is usually based on a minimum of a Bachelor's degree (or higher) a Teaching qualification or equivalent experience and access to a school setting for project work. This course is highly relevant to modern educational practice, designed for direct application to contemporary school contexts and settings. The Graduate Certificate of Education (Assessment of Student Learning) is located at Level 8 of the Australian Qualifications Framework

Pathway to further study: The Graduate Certificate prepares students for study at Graduate Diploma or Masters level.

3.4 Section Four - The Graduate's Academic Achievements

This section contains relevant information about all Units of study undertaken, whether or not they were successfully completed, as follows:

- All Units of study contributing to the Award should be included.
- The Unit name, institutional Unit code, credit point value and grade are included.
- Details of credit or advanced standing given for previous study or study at other institutions should be provided.
- Fail grades must be included.

4. Statement of Attainment

The Statement of Attainment is printed on A4 size watermarked paper. It recognises partial completion of an Award.

The Statement of Attainment has requirements for compulsory information as outlined in the AQF, however the AQF logo may not be used as the Statement only recognises partial completion of an Award.

- See Statement of Attainment Example 4 for the Graduate Certificate of Education (Assessment of Student Learning).

EXAMPLE 1

Australian Council *for* Educational Research

This is to certify that:

(Student name)

has fulfilled the requirements for

Graduate Certificate of Education

(Assessment of Student Learning)

_____

Chair, ACER Board

EXAMPLE 2

Insert ACER Logo

Australian Council *for* Educational Research

Insert Registration Number

Record of Results

Student ID:

Name of Student:

Graduate Certificate of Education (Assessment of Student Learning)		
Learning Period/Year	**Units Enrolled**	**Results**
2014	Unit 1	
2015	Unit 2	
2015	Unit 3	
2016	Unit 4	

Insert Name   **Chair, ACER Board**

Insert ACER Seal

Insert Date

EXAMPLE 3

Insert ACER Logo

Insert AHEGS Logo

1. ## The Graduate

   Family Name:

   Given name(s):

   Student Number:

2. ## The Award

Graduate Certificate of Education (Assessment of Student Learning)

The Graduate Certificate of Education (Assessment of Student Learning)is a postgraduate qualification consisting of 50 credit points, taught in English, which normally takes one year part-time to complete. Admission is usually based on a minimum of a Bachelor's degree (or higher) a Teaching qualification or equivalent experience and access to a school setting for project work. This course is highly relevant to modern educational practice, designed for direct application to contemporary school contexts and settings. The Graduate Certificate of Education (Assessment of Student Learning) is located at Level 8 of the Australian Qualifications Framework

Pathway to further study: The Graduate Certificate prepares students for study at Graduate Diploma or Masters level.

3. ## The Awarding Institution

The Australian Council *for* Education Research Ltd (ACER) is a company limited by guarantee. Established in 1930, ACER has supported the work of educators for over 80 years through a range of research data services, assessment tools and resources and professional learning. It is listed as a Higher Education Provider on the Tertiary Education Quality and Standards Agency's National Register of Higher Education Providers TEQSA Provider Code PRV14014.

Additional information can be found at www.acer.edu.au.

Australian Higher Education Graduation Statement

The Australian Higher Education Graduation Statement is provided by Australian higher education institutions to graduating students on completion of the requirements for a particular higher education award. It provides a description of the nature, level, context and status of studies that were pursued by the individual named. Its purpose is to assist in both national and international recognition of Australian qualifications and to promote international mobility and professional recognition of graduates.

Date:

Signature:

Chief Executive Officer

4. The Graduate's Academic Achievements

Course details:

Graduate Certificate of Education (Assessment of Student Learning)

Grade		Credit Points
GCEASL01	Assessment to promote learning	12.5
GCEASL02	Assessment methods	12.5
GCEASL03	Estimating student progress	12.5
GCEASL04	Using assessment evidence to inform teaching and learning	12.5

Key to grading:

The final pass grades for individual units within the course are as follows:

Grade	Marking Criteria
High Distinction (HD)	A mark between 85 and 100
Distinction (D)	A mark between 75 and 84
Credit (C)	A mark between 65 and 74
Pass (P)	A mark between 50 and 64
Fail (F)	A mark between 1 and 49
Fail No Submission (FNS)	No work submitted for assessment

5. Description of the Australian higher Education System

Introduction

The Australian higher education system consists of self-governing public and private universities and higher education institutions that award higher education qualifications.

The Australian Qualifications Framework

The Australian Qualifications Framework (AQF) is a single national, comprehensive Insert AQF Logo system of qualifications offered by higher education institutions (including universities), vocational education and training institutions and secondary schools.

The AQF has 10 levels, each with defined criteria based on a taxonomy of learning outcomes. Higher education qualifications are placed between level 5 (the Diploma) and level 10 (the Doctoral Degree). The Bachelor Degree is at level 7. Each AQF qualification has a set of descriptors which define the type and complexity of knowledge, skills and application of the knowledge and skills that a graduate who has been awarded that qualification has attained, and the typical volume of learning associated with that qualification type. The full set of levels criteria and qualification type descriptors can be found by visiting www.aqf.edu.au.

The main AQF qualifications awarded by higher education institutions are Bachelor Degrees, Masters Degrees and Doctoral Degrees. There are also three qualifications at the sub-degree level: the Diploma, the Advanced Diploma and the Associate Degree. At the graduate level but below the Masters Degree are the Graduate Certificate and Graduate Diploma.

Level	Summary	Qualification Type
Level 1	Graduates at this level will have knowledge and skills for initial work, community involvement and/or further learning	Certificate I
Level 2	Graduates at this level will have knowledge and skills for work in a defined context and/or further learning	Certificate II
Level 3	Graduates at this level will have theoretical and practical knowledge and skills for work and/or further learning	Certificate III
Level 4	Graduates at this level will have theoretical and practical knowledge and skills for specialised and/or skilled work and/or further learning	Certificate IV
Level 5	Graduates at this level will have specialised knowledge and skills for skilled and/or paraprofessional work and/or further learning	Diploma
Level 6	Graduates at this level will have broad knowledge and skills for paraprofessional and/or highly skilled work and/or further learning	Advanced Diploma Associate Degree
Level 7	Graduates at this level will have broad and coherent knowledge and skills for professional work and/or further learning	Bachelor Degree
Level 8	Graduates at this level will have advanced knowledge and skills for professional highly skilled work and/or further learning	Bachelor Honours Degree Graduate Certificate Graduate Diploma
Level 9	Graduates at this level will have specialised knowledge and skills for research, and/or professional practice and/or further learning	Masters Degree
Level 10	Graduates at this level will have systematic and critical understanding of a complex field of learning and specialised research skills for the advancement of learning and/or for professional practice	Doctoral Degree

Admission

Requirements for admission to particular awards are set by higher education institutions and provide a range of routes for entry and only admit those students considered to have potential to complete an award successfully. Admission of school leavers to undergraduate awards is typically on the basis of the level of achievement in Year 12 secondary education, although some institutions and awards also use interviews, portfolios or demonstrated interest or aptitude. Most institutions also provide alternative entry provisions via bridging or foundation programs for mature age students or other special provisions, such as recognition of prior learning from previous study. Admission to post-graduate awards is generally based on the level of achievement in previous higher education studies and in most cases, admission to PhD awards is based on high achievement in a research Masters Degree or in a Bachelor Degree with first class honours or second class honours division A.

Quality

Quality assurance and stringent approval requirements for higher education institutions ensure that Australia has an international reputation for high quality education.

The Tertiary Education Quality and Standards Agency (TEQSA) was established on 30 July 2011 as a new national regulator and quality assurance agency for higher education. TEQSA is an independent body with the powers to regulate university and non-university higher education providers and monitor quality against standards.

From 29 January 2012 TEQSA assumed responsibility for registering and re-registering providers and accrediting and re-accrediting awards for higher education providers that do not have authority to accredit their own awards. At the time of registration, re-registration, accreditation and/or re-accreditation, TEQSA evaluates the performance of a higher education provider against the Higher Education Standards Framework. The Standards Framework comprises: Provider Registration, Category and Course Accreditation Standards and Qualification Standards (based on the AQF). The Higher Education Standards Panel, which is independent from TEQSA, is responsible for developing and monitoring the Standards Framework.

TEQSA also undertakes quality assessments of individual providers or reviews issues within the sector across a cohort (thematic reviews). These reviews help to identify sectoral good practice, guide sectoral quality enhancement and inform policy and research.

TEQSA's primary aim is to ensure that students receive a high-quality education at any of Australia's higher education institutions.

All higher education institutions receiving Australian Government financial support must meet quality and accountability requirements that are set out in the *Higher Education Support Act 2003*. The Australian Government also uses a range of tools to measure and monitor the quality of outcomes, while the interests of international students are protected by the *Education Services for Overseas Students Act 2000* and the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), providing tuition assurance and ensuring that institutions listed on CRICOS meet defined minimum standards.

EXAMPLE 4

Statement of Attainment

Insert ACER Logo

Australian Council *for* Educational Research

Insert Registration Number

This is to certify that:

Student ID:

Name of Student:

has completed the following units:

[Unit X]

In

Learning Period X, 201X

_____
Director, ACER Institute

Insert ACER Seal

Note: A statement of attainment is issued when an individual has completed one or more accredited units.

Insert date

Appendix 2 PP3115 Student Awards and Graduation Policy

Replacement certification documents

This Appendix documents the business processes associated with the replacement of the Testamur, Record of Results, the AHEGS, and the Statement of Attainment.

Students/Graduates who require replacement documentation will be required to apply to The Director in writing, complete a statutory declaration, and pay a fee, as outlined in the following sections.

Replacement documents are issued in the currently approved certificate style.

1. Lost or stolen documents:

1.1   A statutory declaration, signed by a Justice of the Peace, affirming and detailing the loss or theft of the document must be presented with the written request for a replacement certificate.

1.2   Replacement documents will include the original date of issue and the replacement date.

2. Damaged documents and change of name:

2.1   Damaged documents should be returned to ACER, with a written request for replacement. A replacement cannot be issued until the damaged certificate(s) is returned.

2.2   Documents to be replaced due to a change of name also have to be returned to ACER before a new document can be issued.

2.3   Change of name: Attach certified copies of documentation as evidence of the change of name, for example: Marriage Certificate, Change of Name Certificate issued by a State or Territory, Passport, Birth Certificate, Drivers Licence, National Identity Card.

2.4   If a name change has been processed and is later found to be made on the basis of fraudulent documentation, the name change will be reversed.

2.5   Replacement documents will include the original date of issue and the replacement date.

3. Change of gender:

3.1   Documents to be replaced due to a change of gender have to be returned to ACER before a new document can be issued.

3.2   In order to change gender, or to amend an incorrect gender, on a document one or more of the following must be provided and certified: Passport, Birth Certificate, or a letter from a Registered Medical Practitioner or Psychologist.

4. Cost of replacement:

    4.1   Students/Graduates who require replacement documentation will be required to pay a fee as indicated below:

           Testamur $65; Record of Results $50; AHEGS $50 Statement of Attainment $50

5. Contact details:

    5.1   All requests and documentation should be mailed to: courses@acer.edu.au

6. Payment of Fee

Payment details will be provided on application for replacement.