

# Graduation and Certification Policy

## 1. Purpose and Scope

This policy provides a framework for awarding higher education awards at the Australian Performing Arts Conservatory and associated documentation of conferral of awards. The intent of this policy is to ensure that conferral of awards is conducted in a fair, equitable and transparent manner and that documentation is compliant with the Australian Qualifications Framework (AQF) and the *Higher Education Standards Framework (Threshold Standards) 2015*.

This policy applies to all members of the Conservatory's higher education community that are involved in conferral of higher education awards and their documentation.

## 2. Objectives

This policy provides staff and students with clear guidelines on eligibility and conferral of awards. The Conservatory is committed to the following principles that underpin this policy.

- To ensure that graduands have completed all course requirements leading to a higher education award
- To ensure that all documentation is certified and produced in a controlled manner, including any replacement documentation.
- To ensure that conferral of awards are fair and equitable and made in a timely manner
- To ensure that any transitional arrangements resulting from discontinuance of units are transparent, fair and equitable

## 3. Implementation

### 3.1. Eligibility to Graduate

Students will only be eligible to receive a Testamur for their award on completion of all requirements of the course. . Students must apply before the published cut-off date to receive a Testamur and Official Academic Transcript using the Testamur Request Form and Academic Transcript Request Form. Students must have met all requirements and finalised all financial matters prior to the published cut-off date to ensure a place at the Graduation Ceremony.

The Director of Higher Education is responsible for determining whether students have completed all course requirements, and will prepare a Graduation Report for the Academic Board's consideration.

### Graduation Approval

The Academic Board is responsible for ensuring that a student has completed all course requirements. The Academic Board makes recommendations to the Governance Board, who confers the award on the student. Once the Governance Board has approved that the graduand is eligible for the award, the Testamur and Official Academic Transcript may be issued. These will either be mailed to the student or presented at the Graduation Ceremony.

### Bachelor of Screen and Stage

Students must complete a total of 240 credit points to be conferred the award of Bachelor of Screen and Stage (Acting), Bachelor of Screen and Stage (Song and Dance) or Bachelor of Screen and Stage (Screen Production). Students must complete the required core and major units as specified in the relevant Course Outline.

The official award abbreviations are:

- BSS\_ACT
- BSS\_SND
- BSS\_SCP

## 4. Procedure

### Certification

#### Official Academic Transcripts

The Academic Transcript shall be produced in accordance with the Qualification Standards that form part of the Threshold Standards, and the AQF Qualification Issuance Policy. Official Academic Transcripts shall be printed on secure paper to prevent fraudulent reproduction. The transcripts shall also contain the company seal and be signed by the appropriate delegate, as approved by the Governance Board. Students may request an official or unofficial Academic Transcript at any time after completing at least one unit of study.

The Conservatory will ensure that the Academic Transcript cannot be mistaken for a Testamur for a full AQF qualification. The following information shall appear on Academic Transcripts:

- Name of the Graduate receiving the award as per the Student Information System
- Approved award title in full, in which the student was enrolled
- Approved title of all accredited completed units and relevant grade for each semester
- Grade point average
- Credit points granted to the award for advanced standing, RPL or other credit, including dates, name of institution, and other relevant information
- Date of issue
- The date that the Governance Board approved conferral of the Award
- The signatures of the Director of Higher Education and the Chair of the Governance Board
- Student identification number
- The Conservatory company seal and logo

#### Testamur

The Testamur shall be produced in accordance with the Qualification Standards that form part of the Threshold Standards, and the AQF Qualification Issuance Policy. The Testamur shall be printed on secure parchment or use the company logo as a watermark to avoid fraudulent reproduction. The following information shall appear on Testamurs:

- Name of the Graduate receiving the award as per the Student Information System
- The statement "having fulfilled the requirements prescribed by the Institute is granted the ..."
- Approved award title in full, in which the student was enrolled
- The date that the Governance Board approved conferral of the Award
- The signatures of the Director of Higher Education and the Chair of the Governance Board
- Student identification number
- Testamur identification number
- The Conservatory company seal and logo
- Australian Qualifications Framework (AQF) logo or the words 'The award is recognised within the Australian Qualifications Framework'

Each graduate will be issued a unique identifier in the form of a Testamur number that will be recorded by the Conservatory's Student Administration, and will appear on both the Testamur and Academic Transcript for the student.

### Replacement Documentation

The Director of Higher Education may approve the issue of a replacement Testamur if the original is:

- Lost, stolen, mislaid or destroyed - In this case the application must be accompanied by a Statutory Declaration indicating the reason for needing a replacement Testamur.
- Damaged - In this case the original damaged Testamur must be returned prior to issue of the replacement. A Statutory Declaration is not required.
- Required because of a change of name - In this case certified copies of proof of name change documents and the original Testamur must be attached.

Students must apply for a replacement Testamur by submitting the Replacement Testamur Form, and undertake the following:

- Submit the form to the Registrar in person or by e-mail;
- Provide proof of identification including:
  - Photo ID
  - Student ID number
  - Date of Birth
  - Place of Birth
  - Residential Address
- Pay the replacement fee for the reproduction of documentation as specified in the Fee Policy

The replacement Testamur must include the following additional information:

- A new Testamur identification number;
- The new Testamur number shall be recorded in the same fashion as the original;
- The date for which the replacement documentation is issued as well as the date the original documentation was issued.

Replacement Testamurs may be provided to graduates via one of the following options:

- Collection by the graduate from the Conservatory's Student Administration. The graduate is required to provide photographic identification such as a driver's license or a student card and must complete a collection form; OR
- Collection by another person (agent) on behalf of the graduate. Written authorisation is required from the graduate and the agent must provide relevant photographic identification; OR
- Posting to the graduate by Registered Mail.

A graduate who applies for a replacement Testamur in the event of the loss of the original, must sign an agreement that if subsequently the original document is located, the replacement Testamur must be returned to the Conservatory.

### Unofficial Academic Transcripts

At the conclusion of each teaching period, a student's academic results shall be recorded against their academic record. A student may request a copy of their academic record prior to completion of the unit, and pay the relevant fee for an Unofficial Academic Transcript.

An Unofficial Academic Transcript can be requested by a student at any time during their period of study by contacting the Director of Higher Education. Unofficial Academic Transcripts do not contain the Conservatory company seal or an authorising signature from the Chair of the Governance Board. The Unofficial Academic Transcript will be signed by the Director of Higher Education. Unofficial Academic Transcripts are not accepted for official transactions. This type of request does not attract a fee.

#### 4.1. Transition Arrangements

If core units have been discontinued, or there has been a change to credit point allocation for units, a student must be deemed by the Academic Board, as having completed all required core and other units in order to be conferred the award.

#### 4.2. Appeals

Appeals against a decision not to issue, re-issue or replace a Testamur may be lodged with the Director of Higher Education, who will submit it to the Chair of the Academic Board for consideration. Refer to the Student Grievance Policy.

### 5. Definitions

**Academic Transcript:** A record of all learning leading to an AQF qualification or an accredited unit in which a student is enrolled and is issued by an authorised issuing organisation.

**Award:** an accredited higher education qualification which is conferred by the Governance Board.

**Graduand:** A student who has completed all of the requirements for a course but has not yet been formally awarded the degree.

**Graduate:** A student who has completed all of the requirements for a course who has been formally awarded the degree.

**Testamur:** An official certification document that confirms that a qualification has been awarded to an individual.

### 6. Related policies and procedures

The following policies and procedures are related to this policy:

- Fees Policy
- Student Grievance Policy

### 7. Review

Three years from commencement.

### 8. Accountabilities

The Academic Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and the Conservatory's higher education community via the website and other publications.

### 9. Revision History

Approval Authority	Contact Person	Revision Due Date	Revision Date	Approved Date	Version No.	Revision Description
Academic Board	Chair	01/07/19		18/12/15	1	New document
Academic Board	Chair	01/07/20	9/6/17	9/6/17	1.1	Current
Academic Board	Chair	14/07/23	14/07/20	14/07/20	2.0	