

HE-AP18 AWARD AND GRADUATION POLICY AND PROCEDURE

Abbreviations:

AB	Academic Board
ABN	Australian Business Number
AHE	Apex Australia Higher Education
AHEGS	Australian Higher Education Graduation Statement
AQF	Australian Qualifications Framework
BoD	Board of Directors
CC	Course Coordinator
CEO	Chief Executive Officer
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
ESOS	Education Services for Overseas Students
HE	Higher Education
LATC	Learning and Teaching Committee
TEQSA	Tertiary Education Quality Standards Authority

1. Introduction

- 1.1 Apex Australia Higher Education Awards and Graduation Policy and Procedure sets out the purpose, scope, principles, policy statements, and procedures relating to the conferral of awards upon students who satisfy the relevant course requirements, including the control and integrity of documentation.

2. Purpose

- 2.1 Apex Australia Higher Education (AHE) defines the rules for the issuing of AQF awards once a student has completed a course of study (or part of a course of study) at AHE. This policy is designed to align with the AQF Qualifications Issuance Policy.

3. Scope

- 3.1 This Policy and Procedure applies to students, staff, and members of Apex's decision-making bodies and encompasses all AHE's academic aspects.

4. Principles

- 4.1 AHE awards degrees in the form of certification documentation to graduates in compliance with the AQF Qualifications Issuance Policy.

- 4.2 The Policy ensures that graduates receive certification documentation to which they are entitled and that the graduate's AQF qualifications are correctly identified and detailed in the certification documentation.
- 4.3 AHE's certification documents are given to AHE graduates who have completed an AHE course, are consistent with that used across Australia's education institutions, contain the correct information and are compliant with academic and legal requirements in Australia.

5. Policy Statements

- 5.1 Successful completion of all the requirements of an AHE course.
- 5.1.1 An AHE student who is enrolled in an AHE course and has successfully completed all the requirements for the qualification in accordance with the AQF qualification is entitled to receive the following certification documentation upon award of the qualification:
- 5.1.1.1 A Testamur,
- 5.1.1.2 A Transcript (a Full Record of Results),
- 5.1.1.3 An Australian Higher Education Graduation Statement (AHEGS).
- 5.2 Successful completion of part of the requirements of an AHE course.
- 5.2.1 An AHE student who has successfully completed one or more units of study that form part of an AHE course of an AQF qualification in which they were enrolled but have subsequently withdrawn from finishing the course is entitled to receive a Record of Results.
- 5.3 Award Specifications.
- 5.3.1 AHE Testamur.
- 5.3.1.1 An AHE Testamur will contain the following information:
- The full legal name of AHE.
 - The trading name of AHE.
 - AHE's ABN.
 - AHE's CRICOS provider code and CRICOS Course Code as relevant.
 - AHE's full address and contact details, including the AHE website.
 - AHE's Official Crest to ensure authenticity.
 - The AHE graduate's full name according to their passport.
 - The AHE graduate's student number.
 - The AQF qualification title in the form of the full name of the TEQSA approved course.
 - Date of conferral (date approved by the AHE Board of Directors).
 - The name, title, and signature of the person(s) authorised to sign the document.

- The statement 'This qualification is recognised within the Australian Qualifications Framework' or the AQF logo.
- That the language of delivery is in English.
- A unique certificate number which is registered with AHE.

5.3.1.2 An AHE Record of Results:

- A Record of Results will contain the following information:
- The full legal name of AHE.
- The trading name of AHE.
- AHE's ABN.
- AHE's CRICOS provider code and CRICOS Course Code as relevant.
- AHE's address and contact details, including the AHE website.
- AHE's Official Crest to ensure authenticity.
- The AHE graduate's full name according to their passport.
- The AHE graduate's student number.
- The AQF qualification title is in the form of the full name of the TEQSA approved course.
- If applicable, the name of any specialisation completed.
- For each unit of study attempted:
 - Study period and date as to when the unit was undertaken.
 - The unit code and title.
 - Credit points allocated to the unit.
 - Result for the unit.
- A list of all units that were approved for RPL, either as normal credit or as Credit with Subject Substitution.
- Date of issue.
- An explanation of the grading system used.
- The name, title, and signature of the person(s) authorised to sign the document.
- 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'.

Note: The AQF logo will not be used on a Record of Results.

5.3.1.3 Australian Higher Education Graduation Statements:

- Australian Higher Education Graduation Statements (AHEGS) will be issued in accordance with the [Guidelines for the Presentation of the Australian Higher Education Graduation Statement, February 2022](#).
- If the course the student has completed includes a recognised Stream (i.e. a specific set of electives) and the student has completed the stated requirements of the stream the name of the Stream will be noted in the AHEGS.

5.4 Person Responsible

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

6. Qualifications Register

- 6.1 In keeping with the principles of best practice and the requirements of the AQF Qualifications Issuance Policy, AHE maintains a:

6.1.1 Register of all AQF qualifications AHE is authorised to issue, and

6.1.2 Register of all AQF qualifications issued to graduates.

- 6.2 The Qualifications Register will include the following for each qualification:

6.2.1 Qualification title.

6.2.2 Student's full name.

6.2.3 Date of conferral.

6.2.4 Certificate number.

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

7. Monitoring students who are eligible to graduate

- 7.1 The Course Coordinator (CC) will monitor student progress and verify that a student has satisfactorily completed all the requirements of the course in which they are enrolled before compiling a list with a recommendation to the Learning and Teaching Committee (LATC) that the listed students be awarded a qualification.

- 7.2 The LATC will approve the list of students who are eligible to graduate and table the approved list at an Academic Board (AB) meeting. Upon advice from the AB, the Board of Directors (BoD) will approve the issuing of the awards.

- 7.3 Following approval by the BoD, the Registrar will create the necessary documentation to be awarded to the graduate.

- 7.4 Students will be advised in writing of their eligibility to graduate. Students will be given an opportunity to nominate whether they will attend a graduation ceremony or graduate in absentia.

7.5 Students with outstanding debt:

- 7.5.1 Students who have an outstanding debt to Apex Australia Higher Education (AHE) are not permitted to receive their award, including certificates, diplomas, or transcripts, until all debts have been fully paid.
- 7.5.2 Outstanding debts may include, but are not limited to, unpaid tuition fees, library fines, late fees penalty payments, or any other financial obligations that have been incurred during the course of study.
- 7.5.3 If the student fails to make payment within the given timeframe, AHE reserves the right to withhold any academic awards or certifications. The student will not be eligible to participate in graduation ceremonies or receive any official documentation related to their completed studies until the debt is cleared.
- 7.5.4 Students who wish to resolve their debts should contact the AHE Accounts Department to discuss payment options, including installment plans if applicable. Failure to settle the debt may also result in restrictions on future enrollment, course enrolment, or access to other services provided by AHE.
- 7.5.5 Once the debt is paid in full, the student will be promptly issued any withheld academic awards or documentation. AHE aims to support students in managing their financial responsibilities and encourages early communication regarding any difficulties in payment.

8. Presentation of awards

8.1 Awards may be issued:

- 8.1.1 In person at an AHE graduation ceremony, or
- 8.1.2 In person outside an AHE graduation ceremony, or
- 8.1.3 By personal proxy with written permission from the student and personal identification of the proxy displayed upon collection, or
- 8.1.4 In absentia (by mail) at the request of the student in writing.

8.2 The students can avail themselves of only one method of issuance at the time. Awards will not be issued to students until after the AHE graduation ceremony has taken place at which the award would otherwise have been presented.

9. Revocation and return of awards.

- 9.1 AHE may revoke an award where it becomes evident that the award was inappropriately obtained through fraud or dishonesty.
- 9.2 AHE will require an award to be returned if an award has been issued in error.

10. Reissuing a replacement award and/or record of results.

- 10.1 AHE will reissue a replacement award and/or record of results when a request has been received from the AHE graduate to reissue an award because the original award has been damaged or there has been a change in legal name of the graduate.
- 10.2 The graduate must provide in writing the reasons why a replacement certification is required. This request must include all relevant details of the graduate (full name, student identification number, name of the qualification and date, or approximate date, that certification was issued). The request is to be accompanied by a certified copy of a passport and the certified Statutory Declaration.
- 10.3 Where the original certification cannot be returned, the written request for the reissue of an award must be made as a Statutory Declaration declaring that the original certification is not accessible.
- 10.4 AHE will reissue a graduate's certification after all the following has taken place:
- 10.4.1 A request is made in writing to the Registrar.
 - 10.4.2 When a replacement fee (AUD\$100.00) is paid.
 - 10.4.3 When the original is returned (if not lost or destroyed).
- 10.5 In the case of a former student who has successfully completed part of the requirements of an AQF qualification, a new Record of Results will be issued following the same procedure as outlined above.
- 10.6 The Registrar will validate the re-issuing of a graduate's qualification by verifying the original issue of the award on the AHE Qualifications Register. The reissued award will also be entered on the AHE Qualifications Register.

11. Retention of records

- 11.1 AHE will retain sufficient student records of attainment to re-issue an AQF qualification and/or record of results for thirty (30) years.

12. Benchmarking Documents

- [TEQSA Guidance Notes: Academic and Research Integrity](#)
- [TEQSA Guidance Notes: Academic Quality Assurance](#)

13. Legislation

- [AQF Qualifications Issuance Policy](#)
- [AQF Qualifications Register Policy](#)
- [Australian Qualifications Framework](#)
- [Commonwealth Register of Institutions and Courses for Overseas Students \(CRICOS\)](#)
- [Education Services for Overseas Students Act 2000 \(ESOS\)](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2021](#) – Standards 1, 3, 6 and 7 (Specifically 1.4.1, 1.4.3, 1.5.1, 1.5.2, 1.5.4, 1.5.5, 1.5.6, 1.5.7, 1.5.8, 1.5.10, 1.5.11 3.1.1, 3.2.3c, 6.1.1, 6.2.1h and 7.3.3a).

- [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) – Standard 2.1.4 and 2.3.
- [National Code of Practice for Providers of Education and Training to Overseas Students 2018 Fact Sheet Standard 3: Formalisation of Enrolment and Written Agreements](#)
- [TEQSA National Register](#)
- [To implement the AHEGS, AHE contacts DET to enter into a licence deed \(gratis\) prior to issuing Statements](#)

14. Governing Bodies

- [Commonwealth Register of Institutions and Courses for Overseas Students](#)
- [Department of Home Affairs](#)

15. Related Documents

- Course Guides
- Delegations Policy and Procedure
- Governance Framework
- Privacy and Personal Information Policy and Procedure
- Student Assessment Policy and Procedure

16. Definitions

Refer to:

- Table of Acronyms and Definitions

Version Control

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