

Qualifications Issuance and Graduation Policy

Purpose

1. This Policy outlines the principles that guide the conferral of awards, the issuance of qualifications and the graduation of students from GHE courses, as required by Standard 1.5 (Qualifications and Certification) of the *Higher Education Standards Framework (Threshold Standards) 2021*.

Scope

2. This Policy applies to all courses of study delivered by GHE.

Definitions

3. Definitions for key terms are presented in the Glossary of Terms which may be accessed on the GHE website at <https://www.globalhe.edu.au/policy>

Suite documents

4. This Policy is linked to the Qualifications Issuance and Graduation Procedure.

Policy

Principles

5. GHE ensures that students graduating from a GHE course of study have fulfilled all the requirements of their award.
6. Awards are conferred by the Board of Directors upon recommendation of the Academic Board.
7. GHE issues the following types of academic certification to students/graduands:
 - a) a testamur (on completion of studies);
 - b) an Australian Higher Education Graduation Statement (on completion of studies);
 - c) a transcript of academic record (on completion of studies and if requested during or after enrolment).
8. Through the mechanisms outlined in the **Qualifications Issuance and Graduation Procedure** GHE ensures that all certification is:
 - a) unambiguously issued by GHE;
 - b) distinguishable from other certification documents;
 - c) protected against fraudulent issue;
 - d) traceable and authenticable;
 - e) designed to prevent unauthorised reproduction;
 - f) replaceable through an authorised and verifiable process.
9. GHE maintains a register of:
 - a) all AQF qualifications it is authorised to issue;
 - b) a register of qualifications issued.

10. Graduands will normally have their testamur presented at the first scheduled graduation ceremony following the completion of the requirements for their award.
11. A graduand may elect to have their award conferred in person at a graduation ceremony or in absentia.
12. A student who has elected to graduate in absentia may still elect to attend a graduation ceremony within 12 months of their in-absentia graduation.
13. Graduands who do not advise GHE of their intention to attend a ceremony are graduated in absentia at the graduation ceremony.
14. A graduation ceremony will be conducted each year where there are graduating students.
15. Medals and special award certificates are presented to recipients at a graduation ceremony.
16. Graduands who attend a graduation ceremony and all members of the Academic Procession must wear full academic dress.
17. All reasonable adjustments will be made to allow graduands or staff with disabilities or long-term illness to fully participate in graduation ceremonies.
18. Graduands who graduate in absentia, and/or defer their attendance at a graduation ceremony, will be sent their documentation at the end of the relevant graduation period.
19. A posthumous or aegrotat award may be awarded in the circumstances outlined in the **Qualifications Issuance and Graduation Procedure**.
20. Graduands who have outstanding fees or payments due to GHE may not have their award conferred until such time as the outstanding debts are discharged.
21. In exceptional circumstances GHE may rescind an award that has been conferred, as outlined in the **Qualifications Issuance and Graduation Procedure**.

Associated information

Related Internal Documents	Qualifications Issuance and Graduation Procedure Academic Progress Policy Enrolment Policy Quality Assurance Policy Student Academic Integrity and Academic Misconduct Policy Student Complaints, Grievances and Appeals Policy Student Disability Policy Student Diversity and Equity Policy Student Non-Academic Conduct and Misconduct Policy Glossary of Terms
Related Legislation, Standards and Codes	<i>Tertiary Education and Quality Standards Agency Act 2011</i> <i>Higher Education Standards Framework (Threshold Standards) 2021</i> <i>Education Services for Overseas Students Act 2000</i> <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i> <i>Disability Discrimination Act (1992)</i> <i>Disability Standards for Education 2005</i>
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Change history

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Change Summary	22-Apr-20	V1.0 Draft approved by Board of Directors (BoD) 1 May 2020
	23-July-20	V1.1 Administrative updates
	10-Ict-23	V1.2 administrative updates following TEQSA registration

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