

QF009 APIC Awards Issuance Policy

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1. Purpose

The purpose of this Policy is to provide information regarding the:

- issuance of award documentation at Asia Pacific International College (APIC), and to
- define the criteria under which an award conferred on a student of APIC may be modified, voluntarily relinquished, or revoked.

2. Scope

This policy applies to all students, graduands, and graduates for all awards conferred at APIC.

3. Definitions

| Item | Definition |
|--|---|
| Academic Transcript | An academic transcript is 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. |
| Australian Qualifications Framework (AQF) | The minimum standards and levels specified for Australian qualifications and award courses. |
| Award | A diploma, degree, Statement of Attainment, prize, or other certificate or recognition conferred on a student upon completion of a course or unit(s) of study. |
| Course | A structured sequence of study leading to the award of a degree, diploma, certificate, or other recognized qualification, which when completed, is conferred on the graduand by the Board of Directors of APIC. |
| Graduand | A student who has completed all the course requirements for the award and has been deemed eligible to graduate. |
| Graduate | A graduand who has had their award conferred on them by the Board of Directors of APIC. |
| Graduate in absentia | To have an award conferred without being physically present at an official graduation ceremony. |
| Testamur | A testamur is an official and certified document identifying that the student named on the document has successfully completed the award named on the testamur. |

4. Policy

APIC will issue certification documentation recording details of students' academic information and qualification attainments consistent with the Australian Qualification Framework (AQF) requirements. All of APIC's certification documentation will comply with Australian regulatory legislation and standards and will be designed to prevent unauthorised reproduction and protect against fraud.

4.1 Types of Award Documentation Issued

- 4.1.1 Students who satisfactorily completed the requirements for an award in a higher education qualification offered by APIC are entitled to receive a testamur and an academic transcript.
- 4.1.2 Students who are deemed eligible to graduate are entitled to receive completion letters as an interim statement of their achievement.
- 4.1.3 Students who complete one or more requirements that form part of a higher education qualification issued by the APIC are entitled to receive an academic transcript on application.
- 4.1.4 Students who complete training or other activities offered by APIC may be issued with appropriate certification documentation.

4.2 Award Document Specifications

- 4.2.1 All testamurs and academic transcripts issued by APIC must be prepared consistent with the specifications approved by the Registrar.
- 4.2.2 An APIC issued academic transcript will include, for AQF recognised higher education awards, information that correctly identifies all accredited units attempted by the student towards the qualification award (including any failed units and all instances of repeated units undertaken) by them.
- 4.2.3 APIC issues academic transcripts for all AQF recognised awards issued may also include information about other course requirements leading to the attainment of the award, for example, statements regarding professional accreditation or a record of any credit granted in accordance with the Award of Credit Policy.

4.3 Signatories on College Award Documentation

The testamur will be printed on stationery featuring the Seal of the College and will show the names and signatures of the CEO and the Registrar and a unique certificate number for document identification.

Academic transcripts issued by APIC will bear the signature of the Registrar.

4.4 Protection of College Award Documentation Against Fraud

- 4.4.1 All APIC issued certification documentation for accredited awards will be printed on official stationery. Official stationery is paper with security features which is difficult to replicate. The Registrar's office will arrange for the printing of all certification documentation and ensure all official stationery is securely maintained to prevent unauthorised production and/or fraudulent issues.
- 4.4.2 Anyone found to be falsifying any certification documentation, completion letters, or any other APIC documentation recording details of a students' academic information and qualification attainment will be dealt with under APIC's student and staff policies and may result in prosecution under the applicable Australian Commonwealth, State or Territory Crimes Act.

5. Authority to Confer APIC's Accredited Qualification Awards

APIC's Board of Directors has the powers and authorities to confer all APIC's academic awards.

6. Eligibility to Graduate

To be eligible to graduate, students must have:

- been enrolled in the course that leads to the award
- are not suspended or excluded from APIC
- they have not already graduated from the award; and
- been assessed as having completed the academic requirements for the award, which may include being awarded credit for part of that award in accordance with the Award of Credit Policy by the Board of Examiners
- Confirmed as eligible to graduate by the Academic Board.

7. Conferral of Awards

Students who have satisfactorily completed the requirements for graduation in accordance with those set out in the course accreditation documentation will be considered eligible to be conferred the entitled award at the next APIC graduation.

7.1 Eligibility to Graduate in aegrotat

- 7.1.1** Where a student fails to complete course requirements due to death or permanent incapacity but has completed a substantial proportion of the course requirements, the Dean may recommend to the Board of Directors that the student is deemed to have completed the requirements of a course in aegrotat. Such a recommendation would normally be made within two (2) years of the student's last enrolled teaching period and must be supported by relevant documentary evidence. Evidence may include the academic results of studies attempted and completed, completion of research work, papers and publications, literature reviews, or other tangible course and/or research-related activities.
- 7.1.2** Students who have been deemed to have completed requirements of a course in aegrotat will be considered eligible for conferral of the entitled award at the next APIC graduation.
- 7.1.3** The testamur of an award conferred in aegrotat shall make clear that the award has been granted in aegrotat.
- 7.1.4** The units granted in aegrotat will have the words in aegrotat appear in place of the grade or the statement "XX units granted in aegrotat" will appear on the document.

7.2 Conferral of an Award Posthumously

When a student who has been deemed as eligible to graduate or to graduate in aegrotat becomes deceased before the conferral of the award for which s/he is eligible, the Board may authorise the award to be conferred posthumously.

7.3 Withholding of Graduation Entitlement

The Board of Directors may determine to withhold a student's entitlement to graduate, participate in their entitled graduation ceremony, and/or be issued his or her award certification documentation and/or Completion Letter in particular circumstances including, but not limited to:

- where proceedings relevant to the student are pending or have commenced in accordance with the provisions of the APIC's Academic or Non-Academic Misconduct Policy, or
- where the student has not discharged all of their financial obligations to APIC, or
- where the student has not returned all borrowed library books, APIC equipment, and materials.

8. Issuing of Certification Documentation

- 8.1** Students who complete all the requirements of their enrolled course will have the relevant award conferred by the APIC Board of Directors.
- 8.2** All APIC students are issued with a testamur and academic transcript. Students may request additional copies of their academic transcript on a fee-for-service basis.

9. Supply of Award Documentation to third parties

- 9.1** APIC may provide copies of an individual's testamur or academic transcript to external organisations (for example, to professional accreditation bodies, other educational institutions, and for employment purposes), where the student has provided appropriate written authority for APIC to do so or where such disclosure falls within the APIC's Privacy Policy.
- 9.2** APIC may also be required to provide copies of an individual's testamur or academic transcript under specific legislation including the Higher Education Support Act 2003, National Vocational Education and Training Regulator Act 2011, and/or Education Services for Overseas Students Act 2000, and to police services or other law enforcement agencies under subpoena, police search warrant or other similar written official request.

10. Supply of Completion Letter

- 10.1** A completion letter is a document stating that the student is entitled to be awarded a specified qualification and is intended only as interim confirmation that either all academic requirements or all requirements of a qualification have been completed. As such, a completion letter may only be issued to a student during the period between the completion approval of all academic course requirements and award conferral. A completion letter is not an official conferral of the award by APIC.
- 10.2** The Registrar (or delegate) issues a completion letter free of charge to all students who have been deemed eligible for course completion and graduation. Individual students entitled to be awarded a specified qualification may also request a completion letter at any other time before the award is conferred by APIC on a fee for service basis by submitting the appropriate application form and fee payment to Student Services.
- 10.3** Completion letters must conform to the wording and format as prescribed by the Registrar.

11. Revocation of awards and return of testamurs and academic transcripts

APIC may revoke an award and require the return of a testamur, academic transcript, and/or other award documentation in the following circumstances:

11.1 Award was obtained by fraud, misconduct, or dishonesty

APIC's Board of Directors may revoke an award and require the return of the testamur, academic transcript, and completion letter if shown to its satisfaction that the award was improperly obtained. Any prize, scholarship, or other benefit awarded by APIC and to which the recipient was entitled upon award of that degree, diploma, or other award shall also be revoked and must be refunded or returned to APIC. Upon revocation of an award by APIC's Board of Directors, the person is advised in writing that they are no longer to cite or imply that they are a recipient of that award.

11.2 Award was conferred in error

APIC's Board of Directors may revoke an award and require the return of the testamur, academic transcript, or completion letter if shown to its satisfaction that the testamur, academic transcript, and/or completion letter were presented erroneously.

11.3 Document error

The Registrar may require the return of an issued original Testamur, Academic Transcript, or Completion Letter if it is known to the Registrar's satisfaction that the issued document contains incorrect details before the Registrar issued the corrected original Testamur, Academic Transcript or Completion Letter. Reissued original testamurs will not be presented at an award ceremony.

11.4 Other circumstances

The award was conferred under such circumstances that the Board of Directors would not have conferred the award had it been aware of them at the time of conferral.

12. Nested awards and articulation into an award from a lower award

12.1 If the testamur was presented by APIC for a lower AQF level award in an articulating and/or nested award of APIC in the same discipline, the recipient would normally be required to surrender the lower level qualification before the granting of the higher award if there is a break in study of less than one year.

12.2 Variations to this requirement are determined by the APIC Board of Directors on recommendation from the Academic Board. Where a variation to this requirement has been approved, it shall be stated beside the applicable articulation arrangement in the APIC's Articulation Registrar.

13. Replacement of original testamur

13.1 An APIC graduate may make an application for a replacement testamur due to document loss or damage or personal legal name change. Replacement Testamurs will be issued for a fee and will be recorded in the Certificate Register.

13.2 The Registrar may approve the replacement of a testamur issued to an APIC graduate upon the receipt of a completed application, which includes:

1. a completed Replacement of Testamur Application form
2. the originally issued testamur if available
3. a Statutory Declaration if the original testamur is not available
4. other evidence, including legal documentation, verifying and confirming the reason for the request, and linking the new name with the original name where the request is due to a change of name
5. photographic and signature identification and
6. payment of the prescribed fee.

13.3 A graduate who applies for a replacement testamur in the event of the loss of the original must sign an agreement stating that 'if the original document is subsequently located, the replacement testamur will be returned to the APIC.' Appeals against a decision not to replace a testamur may be lodged with the Registrar.

13.4 Replacement testamurs will be issued in the approved document format, which is in effect at the replacement time. Replaced testamurs will display a statement indicating that the testamur has been reissued on a particular date and will make clear whether the reissue has occurred at the request of the holder or by the action of APIC. Replacement testamurs will not be presented at an award ceremony.

14. Authenticity verification of APIC issued awards to external Third Parties

It is in the interests of students and graduates of APIC that the academic achievements and qualifications claimed by applicants for educational, professional, business, and other service roles are genuine. Employers, professional bodies, licensing, and regulatory bodies may wish to verify that academic records' information is accurate. Requests for verification of academic records must be made in writing to the Registrar. All privacy and confidentiality requirements must be maintained in verifying the authenticity of qualifications to external parties.

15. Record Management

15.1 All records of graduated students are permanently kept in an electronic format in the student management system.

15.2 The Registrar will be responsible for the updating of all relevant records pertaining to the student and the relinquished award and for assuring the destruction of the relinquished award. (refer to the Student Academic Records Management Policy).

15.3 The academic records of current and past students of APIC belong to the College. The Registrar is the appointed steward of all academic records and is responsible for ensuring the control, accuracy, and validity of the electronic student data. (refer Student Academic Records Management Policy).

16. Related Documents

- APIC Constitution
- APIC Governance Charter

17. Relevant Legislation

- Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth)
- Higher Education Standards Framework (Threshold Standards) 2015
- Education Services for Overseas Students Act 2000 (Cth)
- Education Services for Overseas Students Regulations 2001
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code)
- Higher Education Support Act 2003 (Cth)

18. Version Control

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| Approved by | Board of Directors |

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