

# AWARDS ISSUANCE POLICY

<b>Document Name</b>	Awards Issuance Policy
<b>Date of Next Review</b>	April 2024
<b>Approved by</b>	Academic Board
<b>Responsible Person</b>	Director of Student and Academic Services
<b>Related Documents</b>	Recognition of Prior Learning Policy; Navitas' Privacy Policy
<b>References and Legislation</b>	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; Migration Act 1958 (Cth); National Code of Practice for Providers of Education and Training to Overseas Students 2018; the Higher Education Support Act 2003 (Cth); Privacy Act 1988 (Cth)

## 1. Purpose:

The Sydney Institute of Business and Technology (SIBT) is committed to ensuring the accuracy and authenticity of all issued documents recording details of students' academic information and qualification attainments in the interest of students and graduates.

This policy describes the standards, rules and procedures for ensuring the accuracy and authenticity of all SIBT-issued documents recording details of students' academic information and qualification attainments.

## 2. Scope:

It applies to all SIBT-issued documents recording details of students' academic information and qualification attainments.

## 3. Definitions:

Term	Definition
<i>Academic staff / teaching staff</i>	This refers to permanent and casual employees engaged in teaching and assessment of courses at SIBT.
<i>AQF</i>	The Australian Qualifications Framework ( <a href="http://www.aqf.edu.au">www.aqf.edu.au</a> ).
<i>AQF certification documentation</i>	The set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual, as applicable for the type of AQF qualification.
<i>AQF recognised higher education qualification</i>	A qualification located at levels 5, 6, 7, 8, 9 or 10 in the Australian Qualifications Framework
<i>Australian Higher Education Graduation Statement</i>	A supplementary statement to qualification certification documentation that provides information to enhance understanding of the qualification by students, employers, industry, professional associations and internationally. A graduation statement is issued only on award of an AQF recognised qualification.
<i>Double qualification</i>	Used to indicate where two award qualifications of the same type (e.g. Bachelor/Bachelor) are completed concurrently, and in less than the minimum time required to complete each qualification separately. An alternative title in use is 'dual qualification'.

<b>Term</b>	<b>Definition</b>
<i>International student/ Overseas student</i>	A student required to hold a student visa for study in Australia.
<i>Statement of Results</i>	A form of academic transcript that provides a record of all studies attempted by the individual for the award qualification. A Statement of Results may be issued at any time during progress towards the qualification and will be issued on graduation. Alternative titles in use include 'academic transcript' or 'academic record'.
<i>Testamur</i>	The official, legal, certification document that can only be released once a qualification has been conferred (awarded) to the individual.
<i>Unit</i>	A unit of study in a higher education course or a unit of study, subject, and/or unit of competency in a vocational education and training course.

## **4. Policy**

### **4.1 Statement of Commitment**

SIBT's commitment set out above is reinforced by legislation and government agencies that register, accredit, authorise, review and monitor organisations delivering Australian education, issuing approved qualifications in the Australian Qualifications Framework (AQF) and protecting the reputation of Australian qualifications. This commitment also recognises the importance for graduates and others to be confident in knowing whether the qualifications they have been awarded is part of Australia's Qualifications Framework.

SIBT undertakes to ensure:

- a) SIBT-issued certification documentation recording details of students' academic information and qualification attainments is consistent with applicable Australian laws, regulations and standards, as amended from time to time
- b) SIBT award recipients receive only the award certification documentation to which they are entitled
- c) SIBT-issued certification documentation associated with SIBT's accredited AQF-recognised qualifications:
  - i. will be clearly distinguishable from other SIBT-issued certification documentation that does not lead to an AQF-recognised qualification
  - ii. will identify that the award is recognised within the AQF in a manner consistent with the applicable laws, regulations and guidelines
  - iii. will display the nomenclature of the title of the AQF qualification being awarded consistent with the accredited AQF recognised award title
- d) SIBT-issued certification documentation that does not lead to an AQF-recognised qualification will not use any award title nomenclature already in use for an award leading to an AQF qualification and will contain sufficient information that makes clear the authority under which the certification documentation is issued
- e) SIBT written, oral or electronic information in relation to SIBT awards does not reference any non-AQF recognised qualification as a qualification recognised under the AQF, and
- f) All issued SIBT certification documentation is designed to prevent unauthorised reproduction and protect against fraud.

### **4.2 Types of Award Documentation Issued**

#### **4.2.1 Higher Education**

Students who satisfactorily completed the requirements for graduation in a higher education award qualification issued by SIBT are entitled to receive a testamur and a statement of results.

Students who enrol in one or more requirements that form part of a higher education qualification issued by SIBT are entitled to receive a statement of results.

SIBT may issue an Australian Higher Education Graduate Statement to students who have satisfactorily completed the requirements for a SIBT AQF-recognised higher education qualification, where it has been authorised by the designated Australian government authority to do so.

#### **4.2.2 Other**

SIBT may issue other certification documentation for training or other activities conducted by the organisation consistent with the Statement of Commitment set out at Section 4.1 above.

#### **4.3 Authority to Confer SIBT Accredited Qualification Awards**

Pursuant to written resolution by all Directors of the Company, the SIBT Board of Directors has been delegated the powers and authorities as the Company's representative to (among other objects and principal functions) confer SIBT's academic awards. In turn the SIBT Board of Directors can delegate authority and responsibility for conferring the issuance of SIBT's academic awards, via the Academic Board, to the College Director and Principal.

#### **4.4 Eligibility to Graduate**

##### **4.4.1 Higher Education coursework students**

To be eligible to graduate higher education coursework students must have:

- a) been enrolled in the course that leads to the award;
- b) been assessed by the responsible academic officer as having completed the educational and other approved requirements of the course as set out in official course guide publications of SIBT in the year in which the student commenced study in that course unless other requirements have been approved by the Academic Director (or designated responsible academic officer) in accordance with SIBT's credit arrangements policy or course transfer rules;
- c) satisfied the requirements of SIBT's Credit Recognition Policy in relation to the limit of approved credit where credit has been recognised.
- d) no financial debt owed to SIBT;
- e) there is no current exclusion penalty on their record; and
- f) they have not already graduated from that award.

The relevant Program Convenor shall for each course discipline, confirm those students who have satisfied the higher education coursework eligibility to graduate requirements listed above and recommend that those students are eligible to graduate in the course qualification award and, if applicable award level or class of honours, as listed.

Students will be eligible to receive a testamur for the qualification on completion of the requirements for a program of study. All students who have satisfied the requirements of their program will also be issued with an academic transcript which lists all units attempted within their program and the grades awarded.

##### **4.5 Eligibility to Graduate in aegrotat**

Where as a result of death or permanent incapacity a student fails to complete course requirements, but has completed a substantial proportion of them, the relevant Program Convenor may recommend to the Academic Director that the student be deemed to have completed 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. Such 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. The Academic Director may seek advice from other parties and/or the Academic Board when considering such requests. The testamur of an award conferred in aegrotat shall make clear that the award has been granted in aegrotat.

#### **4.6 Conferral of Awards**

Students who have satisfactorily completed the requirements for graduation in accordance with Sections 4.4 or 4.5 will be considered eligible to be conferred into the entitled award at the next graduation.

#### **4.7 Conferral of an Award Posthumously**

When a student who has been deemed as eligible to graduate or graduate in aegrotat becomes deceased before the conferral of the award for which s/he is eligible, the College Director and Principal may authorise the award to be conferred posthumously. The testamur will have the name of the award as well as the word 'posthumous'.

#### **4.8 Withholding of Graduation Entitlement**

Notwithstanding Sections 4.4 to 4.7 above, the College Director and Principal (or designate) 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:

- a) where proceedings relevant to the student are pending or have commenced in accordance with the provisions of SIBT's Academic Honesty Policy or the Student Code of Conduct
- b) where the student has not discharged all of her or his financial obligations to SIBT, or
- c) where the student has not returned all borrowed library books, SIBT equipment and materials.

### **5 Procedure**

#### **5.1 Award Document Specifications**

All testamurs, statements of results and other award documentation issued by SIBT must be prepared consistent with the specifications approved by the College Director and Principal, having regard to the commitments communicated at Section 4.1 above. In carrying out these commitments SIBT shall ensure:

- i. SIBT-issued certification documentation for higher education qualifications will be consistent with the Higher Education Standards Framework established under the Tertiary Education Quality Standards Act (2011), including the legislated Qualification Standards for higher education providers, AQF guidelines, and the ESOS Act (2000), as updated from time to time;
- ii. SIBT-issued Australian Higher Education Graduation Statements, where authorised by the designated Australian Government department to be issued, will be consistent with the Australian Government's Guidelines for the presentation of the Australian Higher Education Graduation Statement and any other issuance obligations stated by the authorising authority;
- iii. SIBT-issued Statements of Results will also include:
  - for AQF recognised higher education awards – information that correctly identifies at a minimum all accredited units attempted by the student towards the qualification award (including any failed units, and all instances of repeated units undertaken) by their unit code, full title, the period of study the unit was attempted/undertaken, the credit points assigned to the unit, the final mark achieved for the unit (where available), and the final grade awarded for the unit.
  - Where a course of study completed includes a significant focus of study such as an honours or an area of specialisation or major study, a definition of that component of significant focus will be included on the statement of results. Statements of Results will not, however, list any course major or minor strands or streams (or equivalent) of study that form part of the course sequence attempted or completed unless such inclusion has been prior approved by the SIBT Board of Directors on recommendation of the Academic Board.
  - The title of the thesis contributing to the Bachelor (Honours) or research or higher degree research award may also be included on the statement of results where relevant;
- iv. SIBT-issued statement of results for all AQF recognised awards issued may also include information about other course requirements leading to the attainment of the award, for example completion of practicum or clinical requirements; statements regarding professional accreditation/s associated with the award; a record of any credit granted for prior completed studies (credit transfer), in recognition of prior learning (RPL) that contributed to the issuance of the award;

- v. SIBT-issued Statements of Results for non-award programs and other programs that do not lead to an AQF recognised qualification:
  - will not use any award title nomenclature already in use for an award leading to an AQF qualification;
  - will contain sufficient information that makes clear the authority under which the certification documentation is issued;
  - will not to include the use of the words Australian Qualifications Framework (AQF) or the AQF logo; and
  - will not use the NRT Logo; and
- vi. No SIBT-issued testamur will include the Unique Student Identifier.

It is expected that revisions to the Australian laws, regulations, standards and guidelines described above will occur over time and may require changes to the document specifications of certification documentation issued by SIBT.

## **5.2 Signatories on SIBT Award Documentation**

Testamurs issued by SIBT will bear the signature of the College Director and Principal. Statements of Results issued by SIBT will bear the signature of the College Director and Principal. Other award documentation issued by SIBT will bear the signature of the officer authorised by the College Director and Principal to issue the award.

## **5.3 Protection of SIBT Award Documentation Against Fraud**

All SIBT-issued certification documentation in connection with accredited awards is protected against fraudulent issuance through a range of measures.

These include:

- printing statements of results paper with security features, such as fluorescent fibres, watermarks and chemically reactive ink difficult to replicate and which enable the originality of the document to be authenticated
- printing testamurs on embossed paper stock difficult to replicate
- affixing of SIBT Seal and assigning a unique document number to each testamur issued, and
- ensuring issued certification documentation displays the signature(s) and the name(s) and office(s) of the signatory(ies) authorised to issue the award.

Falsification of the testamur, statement of results, Australian Higher Education Graduate Statement or any other SIBT document recording details of a student's academic information and qualification attainment damages the reputation of the organisation, its students and graduates at national and international levels. Students who falsify documents covered by this policy will be dealt with under SIBT's Student Code of Conduct and persons who falsify documents covered by this policy may be prosecuted under the applicable Australian Commonwealth, State or Territory Crimes Act.

## **5.4 Printing of Award Documentation**

The Student Administration's Office will arrange for the printing of testamurs and statement of results.

## **5.5 Security of Award Documentation Blanks**

Blanks of official certification documentation will be held in a secure location under the control of the Director of Student and Academic Services.

## **5.6 Supply of Award Documentation**

### **5.6.1 Higher Education**

SIBT issues a testamur, statement of results (and Australian Higher Education Graduate Statement where issuance of this statement has been authorised by the designated authority to do so) free of charge to higher education students upon conferral of an award on the basis of one copy per conferred award.

After initial provision, individual higher education students may request further copies of the statement of results (and graduate statement where issuance of this statement has been authorised by the designated authority to do so) on a fee for service basis.

Enrolled higher education students who have not graduated from their award may request a statement of results at any time on a fee for service basis by submitting the appropriate application form and fee payment. Higher education students who notify SIBT of course withdrawal on the approved form or who are withdrawn from their enrolled course will be issued one copy of their statement of results free of charge within 90 days of course withdrawal.

### **5.7 Supply of Award Documentation to third parties**

SIBT may provide copies of an individual's testamur or statement of results 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 SIBT to do so or where such disclosure falls within the SIBT and Navitas Privacy Policy.

SIBT may also be required to provide copies of an individual's testamur, statement of results or statement of attainment under specific legislation including the Higher Education Support Act 2003, 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. The Privacy Policy directs SIBT's response in such situations.

### **5.8 Supply of Completion Letter**

A completion letter is a document stating that the student is entitled to be awarded a specified qualification. A completion letter 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 SIBT.

The Director of Student and Academic Services (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 SIBT by submitting the appropriate application form to the Student Administration Office.

Completion letters must conform to the wording and format as prescribed.

### **5.9 Return of Testamurs, Statements of Results and Statements of Attainment**

SIBT may require the return of a testamur, statement of results, and/or other award documentation in the following circumstances:

- i. **Fraud or dishonesty:** The SIBT Board of Directors may revoke an award and require the return of the testamur and statement of results if shown to its satisfaction that the award was improperly obtained. Any prize, scholarship or other benefit awarded by SIBT 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 SIBT. Upon revocation of an award by the SIBT 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.
- ii. **Erroneous presentation of award:** The SIBT Board of Directors may revoke an award and require the return of the testamur or statement of results if shown to its satisfaction where the testamur or statement of results were presented erroneously.
- iii. **Document error:** The Director of Student and Academic Services may require the return of an issued original testamur or statement of results if it is known that the issued document contains incorrect details, prior to the issue of the corrected original testamur or statement of results. Reissued original testamurs will not be presented at an award ceremony.
- iv. **Replacement of original testamur:** A graduate of SIBT may make an application for a replacement testamur due to document loss or damage, or personal legal name change. Replacement testamurs will be issued on a fee-for-service basis.

### 5.11 Replacement of a Testamur

The Director of Student and Academic Services, or their nominee, may approve the replacement of a testamur issued to a graduate of SIBT or an antecedent institution upon the receipt of a complete application, which includes:

- a completed Replacement of Testamur Application form
- the originally issued testamur if available
- a Statutory Declaration if the original testamur is not available
- 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
- photographic and signature identification, and
- payment of the prescribed fee.

A graduate who applies for a replacement testamur in the event of the loss of the original must sign an agreement contained in the application form stating that 'if the original document is subsequently located the replacement testamur will be returned to SIBT'. Appeals against a decision not to replace a testamur may be lodged in accordance with the Student Complaints and Appeals Policy.

Replacement testamurs (including those which relate to antecedent institutions) will be issued in the approved document format which is in effect at the time of the replacement. Replaced testamurs will display a statement indicating that the testamur has been reissued and the date on which it was replaced eg. "This is a replacement testamur issued on Date".

Details of replacement testamurs will be added to the institution's Awards Register.

### 5.12 Fees and Charges for reissuing, replacement or resupply of award certification documentation

The College Director and Principal may authorise and/or set a fee to be charged to cover administrative costs associated with the reissuing, replacement or resupply of SIBT-issued award certification documentation outside of the normal issuance period.

### 5.13 Verification of Information on SIBT-issued award documentation requested by Third Parties

It is in the interests of students and graduates of SIBT 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 and others may wish to verify that information on academic records is accurate. Requests for verification of academic records must be made in writing, to the Director of Student and Academic Services.

## 6. Responsibilities

The **Board of Directors** and **Academic Board** are responsible for oversight of this Policy.

The **Director of Student and Academic Services** is accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy.

The **Academic Director**, other executive members, Program Convenors and functional managers are responsible for ensuring employees are aware of this Policy and their responsibilities defined herein.

**Employees** of SIBT are responsible for being aware of and complying with this Policy.

Each of the positions involved in implementing and achieving policy objectives and carrying out procedures are clearly described here.

<b>Responsibility</b>	<b>Board of Directors</b>	<b>College Director and Principal</b>	<b>Academic Director</b>	<b>Director of Student and Academic Services</b>
Authority to confer HE awards	A	R		
Conferral of an award posthumously		A	I	R
Withholding of graduation entitlement		A		R
Printing of award documentation		A		R
Security of award documentation				R
Replacement of a testamur				R
Supply of a completion letter				R
Revoking of an award	A		R	S
Return of an issued award due to error				R
Replacement of a testamur		I	I	R
Authorisation of fees		A		

R = Responsible, A = Approve, S = Supporting, C = Consulting, I = Informed.

## 7. Document Management Control

<b>Date</b>	<b>Summary of Changes</b>	<b>Author</b>
7 April 2021	Creation of new policy to consolidate SIBT's current policies: Awards Policy, Graduation Policy and Posthumous Awards and Aegrotat Policy.	Quality and Compliance Manager