



# Academic Documentation and Graduation Policy

## Purpose

The policy defines how Victorian School of Commerce (VSC) will confer and issue Australian Qualifications Framework (AQF) awards as well as create associated academic documentation to a student who has completed a course of study successfully.

## Scope

The Policy applies to all students enrolled in a course at VSC and to all relevant Staff who are involved in conferral of higher education awards and their documentation.

## Definitions

**Academic Documentation** refers to any academic transcript, record of results, statement of graduation bearing the logo and seal of VSC, or any official record or document issued by VSC that attests to any academic achievement of any enrolled person.

**Australian Qualifications Framework (AQF)** – The AQF is the national policy for regulated qualifications in Australian Education and training in Australia. It comprises and details the different qualification levels.

**Award** - A degree or associate degree that may be awarded by VSC. It is a public recognition by VSC that a student has satisfactorily completed the course.

**Graduand** refers to any person who has completed all requirements of a course of study and has been deemed by VSC to be eligible to graduate.

**Graduate** is a graduand who has been conferred with an award by VSC.

## Policy

VSC is committed to a transparent process for legitimate award of AQF qualifications to graduands who have completed all requirements leading to a higher education award.

VSC ensures consistent issuance of certification documentation in accordance with regulatory requirements and authenticity of certification issued by VSC. All documentation is certified and produced in a timely and controlled manner. In compliance with the AQF all graduates who have completed a course of study that leads to an AQF qualification at VSC are entitled to receive the following documentation:

- a testamur, and
- a record of results (Academic transcript).
- An Australian Higher Education Graduation Statement will also be issued as it is recognised across all education and training sectors.

Any transitional arrangements caused by discontinuance of courses are fair, equitable and transparent and will comply with VSC's Teach Out policy.

## Eligibility to Graduate

A student is eligible to graduate from VSC and receive a qualification testamur if:



- they have completed all necessary coursework and thus meet all course requirements leading to a higher education Award;
- there are no outstanding fees or penalties to VSC;
- there is no expulsion or exclusion or suspension on the student's record;
- they have not already graduated from that award

### **Provision of Documents**

Students may access an interim academic transcript at the end of a study period which states their grades for each unit studied within their course, on the condition that all fees have been paid. Interim academic transcripts do not contain VSC's seal nor an authorising signature from the Board of Directors.

Once the award is conferred a testamur, or final academic transcript and completion letter will be issued to the students who have completed successfully all the requirements for the course in which they were enrolled.

These documents are provided free of charge to the students. If additional testamurs are required a fee may be applied.

VSC will maintain a register that records all testamurs issued to students with the appropriate information as this will allow for the tracing and verification of Certification documents.

### **Conferring of Awards**

The Academic Board is responsible for the preparation of a Graduation Report to ensure that a student has completed all course requirements. The Academic Board then makes recommendations to the Board of Directors, who confers the award on the student. Once the Board of Directors has approved the graduand's eligibility for the award, the testamur and official academic transcript may be issued.

### **Required Information and Format of Documents**

All VSC certification documents will comply with the regulatory requirements and associated standards of the AQF and the HES.

Certification documentation will be issued by VSC without ambiguity and will be unique to VSC, clearly distinguishable from other higher education providers' documents.

Fraud protection for certification documents will take place using the following methods:

- printing systems which have in built in ability to ensure that reproduction without authority cannot occur;
- that all blank or incomplete document templates are stored on a restricted access basis for the senior management team being the CEO, Dean and the most senior administrative staff member;
- that limiting the issue or replacement certification documentation shall only be done by the CEO, Dean and the most senior administrative staff member;
- VSC's Student Management System (SMS) will maintain an audit trace for all logins.

Unauthorised reproduction to certification documents will be ensured through:

- Implementing invisible watermarks which are copy protected;
- Sealing documents through embossing;



- Having scanning or photocopy protections features using contemporary technology.

Authentication and traceability of certification documentation will be ensured through:

- Serialising numbers on blank testamur documents;
- Individualized reference numbers on all of VSC's certification documentation which will be automatically generated through the SMS and which shall be audit logged and tamper proof;
- Applying contemporary technology to documents including QR codes.

VSC will regularly post details of conferral dates, awards, and names of graduands on its website.

Graduates can have their academic documentation reissued for a fee if they lodge a request in writing. Upon receiving the written request, VSC shall reissue such documents within 40 business days of receiving the written request.

### **Fees and Charges**

VSC will charge additional fees under specific circumstances for conferral of awards under the following circumstances. All fees charged must be paid in full. VSC shall charge fees under the following circumstances:

- Attendance of official graduation ceremony, including necessary clothing and tickets for attendance at the ceremony
- Cancellation fees
- Reissue of academic documentation

### **Revocation of an Award**

VSC reserves the right to revoke an award conferred if:

- an administrative error occurred, and the award was issued to a person who was not eligible
- a student has provided incorrect information and VSC was not aware of at the time of award
- a penalty has been awarded to a student who has been found to have breached the *Academic Integrity Policy*.

### **Breaches**

If a student or staff member is found to be in breach of this Policy, they may be subject to disciplinary action in accordance with the relevant *Code of Conduct*.

### **Appeals**

Appeals concerning any decision taken in relation to this Policy should be made under the relevant *Student Complaints and Appeals Policy*.

### **Retention of Records**

VSC will retain all records to comply with the *Records and Information Management Policy*.

## **Related policy instruments**

*Academic Integrity Policy*

*Academic Integrity Procedure*



*Academic Progression and At-Risk Policy*

*Academic Progression and At-Risk Procedure*

*Assessment and Moderation Policy*

*Assessment and Moderation Procedure*

*Credit and Recognition of Prior Learning Policy*

*Credit and Recognition of Prior Learning Procedure*

*Course Creation & Development Policy*

*Course Creation & Development Procedure*

*Course Review & Quality Assurance Policy*

*Course Review & Quality Assurance Procedure*

*Enrolment Policy*

*Equity and Diversity Policy*

*Records and Information Management Policy*

*Teaching and Learning Policy*

## Related documents and legislation

*AQF Qualifications Issuance Policy (TEQSA)*

*Higher Education Standards Framework (Threshold Standards) 2021 Tertiary Education Quality and Standards (TEQSA) Act, 2011*

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## Administration

### Revision History

Version	Approval date	Approval body	Review date
0.1	13/05/2019	Board of Directors	
0.2	21/08/2020	Academic Board	
0.3	01/09/2020	Board of Directors	
1.0	02/06/2021 18/06/2021	Academic Board Board of Directors	30/06/2022