

# **Awards Issuance and Graduation Policy and Procedures**

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## 1. PURPOSE

This policy specifies the standards, rules, and procedures for ensuring compliance with regulatory requirements regarding the conferral of awards, graduation ceremony protocols, and documentation of students' performance and results.

## 2. SCOPE

This policy applies to all enrolled students, eligible graduands, past students, and staff issuing or re-issuing certification documentation.

It also provides information for Board and Committee members who participate in an official capacity in BBS's graduation ceremonies.

## 3. DEFINITIONS

Refer to BBS's *Glossary of Terms*.

## 4. POLICY

### 4.1. PRINCIPLES

- a. Students who meet all the requirements for a course completion within the maximum time allowable are entitled to a BBS award.
- b. Awards issued by BBS will be identified uniquely, unambiguously, and protected from fraudulent production.
- c. Students will not be charged for the issue of awards to which they are entitled. Nonetheless, a charge may apply if students request a replacement of an award (refer to Section 6 Fees and Charges).

### 4.2. ELIGIBILITY

As specified in *Section 7 Procedures*, BBS has administrative processes to identify and approve the eligibility of current students to graduate. A student is deemed eligible to graduate only if they meet all the following conditions:

- a. has completed all necessary coursework;
- b. the course rules of progression and completion have been met;
- c. is not undergoing any disciplinary action or review, which may lead to suspension, deferral, or cancellation;
- d. has no outstanding fees, fines, or penalties.

### 4.3. ACADEMIC DOCUMENTATION

- a. BBS's academic documentation for higher education units or courses of study must comply with Standard 1.5 of the [Higher Education Standards Framework \(Threshold Standards\) 2021](#).
- b. Academic documentation must include a testamur and an official academic transcript.
- c. Academic documentation must be:
  - i. traceable and authentic;
  - ii. unambiguously issued and readily distinguished from certification documents issued by other higher education providers;
  - iii. designed to prevent unauthorised reproduction;
  - iv. protected against fraudulent issue;
  - v. replaceable by BBS through an authorised, verifiable process.
- d. A student is eligible to have their award conferred for up to 10 years after completing all necessary coursework.
- e. Graduates can have their academic documentation re-issued for a fee if they lodge a request in writing. BBS will re-issue such documents within thirty (30) days of receiving the written request.
- f. Awards can be revoked at any time if issued in error or if the graduand has been unsuccessful in completing coursework as specified in Section 4.5 Revocation of Awards.
- g. BBS must regularly post details of conferral dates and awards on its website.
- h. To allow issued certification documentation to be traceable and verifiable, BBS must maintain a Register of all testamurs, academic transcripts, and graduation statements issued to students as well as supporting information.

### 4.4. PRESENTATION OF AWARDS

- a. Awards will be issued at a graduation ceremony or in absentia (by mail) at the student's request in writing.
- b. Awards will not be issued to students until after the graduation ceremony at which the award would otherwise have been presented.

#### 4.5. REVOCATION OF AWARDS

BBS will revoke an award or require an award to be returned in the following circumstances:

- a. a request has been received to re-issue a testamur because the original testamur has been damaged or there has been a change in the legal name of the graduate.
- b. the award was obtained inappropriately through fraud or dishonesty;
- c. the award was issued in error.

#### 5. TRANSITION ARRANGEMENTS

- a. If core units have been discontinued, or the credit point allocation for units has been changed, a student must be assessed by the Dean to determine whether they satisfy the changed requirements of the award to be conferred.
- b. Students must not be disadvantaged when core units have been discontinued or the credit point allocation for units has been changed (e.g., by requiring a student to complete more units to meet the requirements of their course).

#### 6. FEES AND CHARGES

In some circumstances, BBS will charge additional fees for the conferral of awards. For example:

- a. Attendance of the official graduation ceremony, including necessary academic clothing and tickets for attendance at the ceremony. There will be no cost for the student and two other attendees (three in total). Based on availability, students will have the opportunity to buy tickets for bringing additional attendees.
- b. Re-issue of academic documentation.

For further information please refer to the *Student Fees and Refund Policy and Procedures*.

#### 7. PROCEDURES

- a. The Dean must 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 (LTC) that the listed students be awarded a qualification.
- b. The LTC must approve the list of eligible students to graduate and table the list at an Academic Board (AB) meeting.
- c. Upon advice from the AB, the Board of Directors (BoD) must approve issuing the awards.
- d. Following approval by the BoD, the Dean must create the necessary documentation as identified in Section 4.3.ii.
- e. Students must be advised in writing of their eligibility to graduate.

- f. Students who complete one or more units of study that do not lead to the award of a qualification will have access to an authorised BBS academic transcript for the units undertaken. In such cases, students must apply for an academic transcript with BBS's Student Services.
- g. Students must be allowed to nominate whether they will attend a graduation ceremony or graduate in absentia.
- h. Students with outstanding debt to BBS must not be permitted to receive their award until such debt has been paid.
- i. All academic documentation will be protected against fraudulent issue by:
  - i. securely storing BBS document templates, with access limited to the CEO, Dean, and Administration and HR Manager.
  - ii. limiting access and authority to issue and re-issue certification documentation to the CEO, Dean, and Administration and HR Manager through Meshed. BBS will use Meshed as its Student Management System (SMS).
  - iii. recording login details for all instances where certification documentation is issued or re-issued through Meshed.
- j. All academic documentation designed to prevent unauthorised reproduction by:
  - i. using secure printers and printing processes to prevent unauthorised reproduction.
  - ii. having an embossed seal that is difficult to replicate.
  - iii. using watermarks that do not appear when documents are copied.
  - iv. using microprint features that do not appear when scanned or photocopied.

## 8. RECORDS OF CERTIFICATION DOCUMENTATION

- a. BBS must keep complete records of certification documentation to allow authentication and verification in the student management system.
- b. BBS must maintain a Register with information on the holders, date of issue, and award of the qualification.

For further details please refer to *Record Management Policy*.

## 9. VERSION CONTROL

Document title	Awards Issuance and Graduation Policy and Procedures	
Approved By	The Board of Directors (BoD) and Academic Board (AB)	
Date of Review	This document must be reviewed every two years at a minimum from the date of final approval.	
Related Documents	<ul style="list-style-type: none"> <li>• Student Academic Integrity Policy and Procedures</li> <li>• Academic Progression and Student At Risk Policy and Procedures</li> <li>• Admission Policy and Procedures</li> <li>• Assessment Policy and Procedures</li> <li>• Credit and Recognition of Prior Learning Policy and Procedures</li> <li>• Enrolment Policy and Procedures</li> <li>• Records Management Policy</li> <li>• Student Fees and Refund Policy and Procedures</li> <li>• Terms of Reference - Academic Board</li> <li>• Terms of Reference - Board of Directors</li> <li>• Terms of Reference - Learning and Teaching Committee</li> </ul>	
Related Legislation and References	<ul style="list-style-type: none"> <li>• <a href="#"><i>Higher Education Standards Framework (Threshold Standards) 2021</i></a></li> <li>• <a href="#"><i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i></a></li> <li>• <a href="#"><i>Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</i></a></li> </ul>	
Version	Notes	Date Approved
1.0	<ul style="list-style-type: none"> <li>• The first draft tabled in the AB meeting</li> <li>• Minor changes were suggested by the AB in sections 1 and 4.3.vi.</li> </ul>	
2.0	<ul style="list-style-type: none"> <li>• The updated version tabled in the BoD meeting</li> <li>• The BoD approved this document subject to minor changes in sections 4.1.iii, 4.5.i, 6, 6.i, and 8.</li> </ul>	10/01/2023
2.1	<ul style="list-style-type: none"> <li>• Document approved subject to a minor change in section 4.5 due to duplication. This update includes the recommendations by the external reviewers.</li> </ul>	13/10/2023
2.1	<ul style="list-style-type: none"> <li>• Document approved with no further changes.</li> </ul>	30/10/2023
3.0	<ul style="list-style-type: none"> <li>• New clauses added in section 7 of the document to further align it with the Threshold Standards 1.5.5(c) and 1.5.5(e). New clauses added are: 7(f), 7(i) and 7(j).</li> </ul>	14/03/2024