1. Context
The Academic Board has delegated authority to confer Higher Education awards upon THINK students. THINK protects the integrity of its Australian Qualifications Framework (AQF) awards by ensuring that the conferral of awards is consistent with the AQF Qualifications Issuance Policy, Higher Education Standards Framework (Threshold Standards) 2015 and NSSC Policy Application of the AQF Qualifications Issuance Policy within the VET Sector.

Vocational Education and Training sector awards will be accorded by qualified VET assessor. THINK will issue awards consistent with the NSSC Policy Application of the AQF Qualifications Issuance Policy within the VET Sector.

2. Definitions
Academic transcript or transcript of results: a record of all learning leading to an AQF qualification or an accredited subject in which a student is enrolled. A transcript is issued by an authorised issuing organisation such as THINK.

An academic transcript is a record of the subjects studied and results achieved. A transcript of results is a record of all Units of Competency studied and the results achieved (VET only).

Certifications: set of official documents that confirm that a student has completed all requirements for part of or an entire course.

Nested qualifications: qualifications that include articulated arrangements from a lower level qualification into a higher level qualification to enable multiple entry and exit points.

Statement of attainment: a formal certification in the Vocational Education and Training sector by an authorised issuing organisation that person has achieved:

- part of an AQF qualification, or
- one or more units of competency from a nationally endorsed Training Package, or
- all the units of competency or modules comprising an accredited short course (a program of learning that comprises one or more components, such as units of competency, modules or subjects, that has been accredited by an accrediting authority).

Testamur: an official certification document that confirms that a qualification has been awarded to an individual.

3. Scope
This policy applies to all AQF awards at THINK and the issuance of:

- academic transcripts
- transcript of results
- qualification testamur
- statement of attainment.
4. Principles

- Every student who fulfils the requirements for completion of an award course will be eligible for conferral of that award except in cases where a student is deemed ineligible to graduate.
- In exceptional circumstances, a variation to the standard requirements for the course of an individual student may be approved, provided it maintains the academic integrity of the course, does not compromise graduate outcomes and meets any professional accreditation requirements.
- The Academic Board has delegated authority to confer awards.
- An award may be conferred posthumously, with the approval of the Academic Board, if the deceased student:
  - was otherwise eligible for the award, or
  - completed a significant proportion of the award with the recommendation of the Dean/ Pro-Vice Chancellor and endorsement by the Vice-Chancellor.
- THINK is authorised by the Australian Skills Quality Authority (ASQA) and the Tertiary Education Quality and Standards Agency (TEQSA) to issue nationally recognised qualification testamurs for VET and HE courses as listed on the National Register.
- THINK complies with the AQF Qualifications Issuance Policy, Higher Education Standards Framework (Threshold Standards) 2015 and other protocols defining the form of qualification testamurs, academic transcripts, transcript of results and statements of attainment, including Registering Body’s guidelines.

5. Eligibility to graduate

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

- they meet all course requirements
- they have no outstanding fees
- there are no current suspension, exclusion or expulsion penalty on the student’s record, and
- they have not already graduated from that award.

Students who have outstanding fees, or under disciplinary action or penalty are not eligible to graduate and will not receive their testamur or academic transcript until their debts are cleared or the disciplinary action is resolved or penalty served.

In accordance with the Student Identifiers Act 2014, VET students who do not provide THINK their Unique Student Identifier will not be issued:

- their qualification
- a statement of attainment

6. Documents issued upon graduation

THINK will not issue to students testamurs, transcripts or statements of attainment electronically. However, once a student has been issued one of these documents, an electronic copy can be forwarded on request directly to other providers, employment agencies verifying transcripts, and professional bodies.

THINK maintains a register of all qualifications issued to graduates in accordance with the AQF Qualifications Register Policy.
6.1 Vocation Education and Training (VET)

All VET results are reviewed by a VET qualified assessor. THINK will issue the student with the following documents within 30 calendar days of being assessed as meeting the requirements of their course or exiting their course:

- Qualification Testamur
- Academic Transcript
- Transcript of Results
- Statement of Attainment

6.2 Higher Education (HE)

All HE results are reviewed by the Examination Committee and ratified by the Academic Board prior to conferral of the award to ensure that the student met all course requirements.

HE students who have satisfied the requirements of their course will be awarded the following at the next Graduation Ceremony following the date of the Academic Board ratification:

- Qualification Testamur
- Academic Transcript
- Les Roches Diploma (if applicable)

7. Graduation Ceremonies

Higher Education (HE) awards are conferred at the Graduation Ceremony. HE students may opt to graduate in absentia and have their awards conferred at the next regular Academic Board meeting. Students who graduate in absentia will not be invited to attend a future Graduation Ceremony.

HE students who do not participate in a Graduation Ceremony will graduate in absentia and their testamur posted to their postal address on file within 30 calendar days after the ceremony.

Students participating in a Graduation Ceremony must wear the academic dress prescribed and comply with all ceremony requirements.

8. Student Awards

Student awards (e.g. Academic Excellence Awards) are presented during the Graduation Ceremony to students who meet published criteria.

9. Revocation of an award

THINK reserves the right to revoke any award conferred if:

- An administrative error has resulted in the conferral of an award for which the student was not eligible
- A penalty of revocation of an award has been applied to a student under the Student Conduct Policy.

10. Statements of attainment

- Statements of attainment are issued in recognition of completed VET units of competency from a Training Package or from an accredited VET course.
- Statements of attainment include a list of the units of competency completed, with the code for each unit of competency as recorded on the National Register.
VET students who have completed at least one unit of competency at THINK can request a statement of attainment at any time. Statements of attainment will automatically be issued on completion of the student’s enrolled course.

11. Qualification testamur

- In line with the national requirements for consistency in the use of qualification titles, the name on the qualification testamur and its code and title conforms to the AQF nomenclature and protocols, and exactly as recorded on the National Register. THINK issues a qualification testamur for each stand-alone qualification completed by a student during their study.
- THINK does not issue qualification testamurs for nested qualifications.
- In order to obtain a replacement, students must report theft or loss of a testamur to the Campus Life Team. Students may request a replacement by completing the Certification Form and paying the required fee.
- Qualification testamurs may be forfeited or required to be surrendered in the following circumstances:
  - where an award is revoked in accordance with section 9, or
  - where a replacement testamur is requested due to damage or legal name change.

12. Academic Transcripts and Transcript of Results

All students, including those who complete only some of the requirements for a qualification, are entitled to receive an academic transcript or transcript of results. It can be issued at any time during progress towards the qualification if requested (by completing the Certification Form) and will automatically be issued on graduation.

13. Other certifications

THINK may issue, on request and upon payment of relevant fees, other forms of letter or certifications (e.g. confirmation of enrolment, letter of completion). The student must complete and submit the Certification Form to the Campus Life Team.

14. References

AQF Qualifications Issuance Policy
AQF Qualifications Register Policy
Higher Education Standards Framework (Threshold Standards) 2015 – Part A, Standard 1.5
NSSC Policy: Application of the Australian Qualifications Framework Qualifications Issuance Policy within the VET Sector
Standards for Registered Training Organisations 2015
VET Student Identifiers Act 2014 – Part 5, Section 53