



# Graduation and Certification Policy and Procedure

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## 1 Scope and Purpose

This policy provides a framework for awarding higher education awards at Russo Business School and associated documentation of conferral of awards. The intent of this policy is to ensure that conferral of awards is conducted in a fair, equitable and transparent manner and that documentation is compliant with the Australian Qualifications Framework (AQF) and the *Higher Education Standards Framework (Threshold Standards) 2021*.

This policy applies to all members of Russo Business School's higher education community that are involved in conferral of higher education awards and their documentation.

## 2 Definitions

**Award** is an accredited higher education qualification which is conferred by the Board of Directors.

**Graduand** is a student who has completed all of the requirements for a course but has not yet been formally awarded the degree.

**Graduate** is a student who has completed all of the requirements for a course who has been formally awarded the degree.

**Official 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.

**Unofficial Academic Transcript** is a record of learning completed to date but is not printed on secure paper and does not contain an authorising signature from the Chair of the Board of Directors.

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

## 3 Policy Objectives

This policy provides staff and students with clear guidelines on eligibility and conferral of awards. Russo Business School is committed to the following principles that underpin this policy.

- a. To ensure that graduands have completed all course requirements leading to a higher education award
- b. To ensure that all documentation is certified and produced in a controlled manner, including any replacement documentation
- c. To ensure that conferral of awards is fair and equitable and made in a timely manner
- d. To ensure that any transitional arrangements resulting from discontinuance of units are transparent, fair and equitable.

## 4 Implementation

This policy will be implemented by the Executive Dean in conjunction with the Dean of Studies and Manager, Operations and Standards to ensure that award Testamurs are only issued to persons who are eligible to graduate. The Board of Directors is the final approval authority to confer awards.

## 5 Procedure

### 5.1 Eligibility to graduate

Students will only be eligible to receive a Testamur for their award on completion of all requirements of the course. Students must apply before the published cut-off date to receive a Testamur and Official Academic Transcript using the Issue/Reissue of Academic Records Application Form. Students must have met all requirements and finalised all financial matters prior to the published cut-off date to ensure a place at the Graduation Ceremony.

The Dean of Studies is responsible for determining whether students have completed all course requirements and will prepare a Graduation Report for the Teaching and Learning Committee. Once approved by the Teaching and Learning Committee, the Graduation Report will be forwarded to the Academic Board for their consideration.

#### 5.1.1 Course requirements

Students must complete the required core and major units as specified in the relevant Course Outline.

The official award abbreviations are:

- Dip Business
- B. Entrepreneurship
- B. Business (Banking and Finance)

#### 5.1.2 Eligibility assessment and approval

The Teaching and Learning Committee is responsible for ensuring that a student has completed all course requirements. It will prepare a Graduation Report for the Academic Board to consider and make a recommendation to the Board of Directors, who confers the award on the student. Once the Board of Directors has approved that the graduand is eligible for the award, the Testamur and Official Academic Transcript may be issued. These will either be mailed to the student or presented at the Graduation Ceremony.

## 5.2 Certification

### 5.2.1 Official academic transcripts

Official Academic Transcripts shall be produced in accordance with the *Threshold Standards 2021, Part A 1.5 Qualifications and Certification*, and the *AQF Qualification Issuance Policy*. Official Academic Transcripts shall be printed on secure paper to prevent fraudulent reproduction. The Transcript is to be signed by the appropriate delegate, as approved by the Board of Directors. Students may request an official or unofficial Academic Transcript at any time after completing at least one unit of study.

Russo Business School will ensure that an Academic Transcript cannot be mistaken for a Testamur for a full AQF qualification. The following information shall appear on official Academic Transcripts, taking into account whether the student has completed the award or not:

- a. Full name of the student (or graduate receiving the award) as per the Student Management System
- b. Approved award title in full, in which the student was enrolled
- c. A definition of an area of specialisation or major studied
- d. Approved full title and weighting of all accredited completed units and relevant grade for each semester
- e. Explanation of grading system
- f. Grade point average
- g. Credit points granted to the award for advanced standing, RPL or other credit, including dates, name of institution, and other relevant information
- h. Date of issue
- i. The date that the Board of Directors approved conferral of the Award, if the award has been completed
- j. The signatures of the Executive Dean and the Chair of the Board of Directors (official transcripts only)
- k. Student identification number
- l. Russo Business School's name, as the registered provider
- m. Russo Business School logo and be printed on secure paper (official transcripts only).

#### **5.2.1.1 Unofficial academic transcripts**

An Unofficial Academic Transcript can be requested by a student at any time during their period of study by contacting student administration. Unofficial Academic Transcripts are not printed on secure paper and do not contain an authorising signature from the Chair of the Board of Directors. Unofficial Academic Transcripts are not accepted for official transactions. This type of request does not attract a fee.

#### **5.2.2 Testamur**

The Testamur shall be produced in accordance with the *Threshold Standards 2021, Part A 1.5 Qualifications and Certification*, and the *AQF Qualification Issuance Policy*. The Testamur shall be printed on secure parchment or use the Russo Business School's logo as a watermark to avoid fraudulent reproduction. The following information shall appear on Testamurs:

- a. Full name of the Graduate receiving the award as per the Student Management System
- b. The statement "having fulfilled the requirements prescribed by Russo Business School is granted the ..."
- c. Approved award title in full, in which the student was enrolled
- d. The field or discipline or discipline of study
- e. The date that the Board of Directors approved conferral of the Award
- f. The signatures of the Executive Dean and the Chair of the Board of Directors
- g. Student identification number
- h. Testamur unique identification number
- i. Russo Business School's name, as the registered provider
- j. Australian Qualifications Framework (AQF) logo or the words 'The award is recognised within the Australian Qualifications Framework'.

Each graduate will be issued a unique identifier in the form of a Testamur number that will be recorded in the Register of Graduates by Russo Business School's student administration office and will appear on both the Testamur and Academic Transcript (if award completed) for the student.

#### **5.2.3 Replacement documentation**

The Dean of Studies may approve the issue of a replacement Testamur if the original is:

- a. Lost, stolen, mislaid or destroyed – in this case the application must be accompanied by a Statutory Declaration indicating the reason for needing a replacement Testamur; and
  - i. the applicant must sign an agreement that if subsequently the original document is located, the replacement Testamur must be returned to Russo Business School.
- b. Damaged – in this case the original damaged Testamur must be returned prior to issue of the replacement. A Statutory Declaration is not required
- c. Required because of a change of name – in this case certified copies of proof of name change documents and the original Testamur must be attached

Students may apply for a replacement Testamur by submitting the Issue/Reissue of Academic Records Application Form, and undertake the following:

- d. Submit the form to student administration in person or by email
- e. Provide proof of identification including:
  - i. photo ID
  - ii. student ID number
  - iii. date of birth
  - iv. place of birth
  - v. residential address.
- f. Pay the replacement fee for the reproduction of documentation as specified in the Fee Schedule below.

| Item                 | Fee (AUD) | Postage (AUD) if required   |
|----------------------|-----------|---|
| Replacement Testamur | \$25      | \$15 Registered post within Australia                                   |
| Academic Transcript  | \$20      | POA for Domestic or International Express Courier (cost recovery basis) |

The replacement Testamur must include the following additional information:

- g. A new Testamur identification number, which shall be recorded in the same fashion as the original
- h. The date for which the replacement documentation is issued as well as the date the original documentation was issued.

Replacement Testamurs may be provided to graduates via one of the following options:

- i. Collection by the graduate from Russo Business School’s student administration office. The graduate is required to provide photographic identification such as a driver’s license or a student card and must complete a collection form; OR
- j. Collection by another person (agent) on behalf of the graduate. Written authorisation is required from the graduate and the agent must provide relevant photographic identification; OR
- k. Posting to the graduate by Registered Mail.

### 5.3 Transition arrangements

If core units have been discontinued, or there has been a change to credit point allocation for units, a student’s academic record must be assessed and deemed by the Teaching and Learning Committee and Academic Board as having completed all required core and other units in order to be conferred the award.

## 5.4 Appeals

Appeals against a decision not to issue, re-issue or replace a Testamur may be lodged with the Dean of Studies, who will submit it to the Executive Dean for consideration. Refer to the Student Complaints and Appeals Policy and Procedure.

## 6 Related policies and procedures

The following policies and procedures are related to this policy:

- a. Course Outline
- b. Assessment Moderation and Progress Policy and Procedure
- c. Student Complaints and Appeals Policy and Procedure.

## 7 Review

Three years from commencement.

## 8 Accountabilities

The Board of Directors is responsible for review and approval of this policy, with input from the Academic Board.

The policy is to be implemented via induction and training of staff and distribution to students and Russo Business School's higher education community via the website and other publications.

| Delegated Authority               | Delegation                           |
|-----------------------------------|--------------------------------------|
| <b>Governance</b>                 |                                      |
| Board of Directors                | Refer to the Terms of Reference      |
| Academic Board                    | Refer to the Terms of Reference      |
| Learning and Teaching Committee   | Refer to the Terms of Reference      |
| <b>Executives</b>                 |                                      |
| Executive Dean                    | Relevant to Accountability Statement |
| <b>Management</b>                 |                                      |
| Dean of Studies                   | Relevant to Accountability Statement |
| Manager, Operations and Standards | Relevant to Accountability Statement |

## 9 Revision history

| Policy & Procedure Version No | Policy & Procedure Sponsor                                       | Approval Authority | Date of Approval | Date for next review |
|-------------------------------|--|--------------------|------------------|----------------------|
| 1/2014                        | Ms Kathleen Newcombe   | Academic Board     | 9/10/2014        | 9/10/2015            |
| 2/2015                        | Dr Elizabeth O'Brien<br>Executive Dean, Russo<br>Business School | Academic Board     | 23/11/2015       | 23/11/2016           |

|        |  |  |            |            |
|--------|--|--|------------|------------|
| 3/2016 | Dr Elizabeth O'Brien<br>Executive Dean, Russo<br>Business School | Academic Board                         | 23/1/2016  | 23/1/2017  |
| 4/2016 | Dr Elizabeth O'Brien<br>Executive Dean, Russo<br>Business School | Academic Board                         | 26/7/2016  | 26/10/2017 |
| 5/2016 | Dr Elizabeth O'Brien<br>Executive Dean, Russo<br>Business School | Academic Board                         | 7/10/2016  | 7/10/2017  |
| 6/2018 | Dr Paul Greenfield<br>Executive Dean, Russo<br>Business School   | Academic Board                         | 25/06/2018 | 25/06/2019 |
| 7/2020 | Ms Kathleen Newcombe<br>CEO (Education Group)                    | Academic Board<br>(Minor<br>amendment) | 9/6/2020   | 9/6/2021   |
| 8/2022 | Chair Academic Board   | Board of Directors                     | 13/07/2022 | 13/07/2024 |