



Conferral of Award and Graduations Policy

1. Preliminaries

Commencement

1.1 This policy and procedure commenced on 1 April 2024

Purpose

1.2 The purpose of this policy is to define who is eligible for conferral of the Degree by the AGE; to define who is responsible for managing the conferral process; and outline under what circumstances and how the award may be presented. This is all to be in accordance the section 1.5 of the HESF (Higher Education Standards Framework).

Application

1.3 This policy applies to all AGE Higher Education courses and awards accredited through TEQSA.

2. Definitions

The following definitions apply in this document:

Graduand means a person who has fulfilled the requirements for completion of an award but has not yet had that award conferred.

Conferral means the act of granting an award to a student either in person or in absentia.

Testamur means the certificate issued by the authority of the relevant governing body of AGE and presented to a graduate when a qualification is conferred.

3. Policy Statement

3.1 Every person who fulfils the requirements for completion of the Degree at AGE and have paid all appropriate fees are eligible for formal conferral of the award.

3.2 The AGE will issue graduands with authorised certification documentation including academic transcripts, Australian Higher Education Graduation Statements (AHEGS) and testamurs.

3.3 Eligible students may elect to have their award conferred at a formal ceremony or in absentia. Degrees in absentia may be awarded on a rolling basis. Where an award is

conferred in absentia, the AGE will make arrangements for either the postal despatch of the documentation or make arrangements for collection.

- 3.4 The AGE may award a degree in absentia to students who do not respond to an invitation to attend a graduation ceremony, or if the student is not in an area where a formal ceremony is planned to take place within the next six months.
- 3.5 AGE will take steps to ensure its certification documentation is readily distinguishable and is protected against fraudulent use or reproduction.
- 3.6 Students who complete one or more units of study that do not lead to the award of a qualification will have access to a record of results for the units of study undertaken.
- 3.7 Where a student has died before conferral of their award, but after completing all the requirements of the award, the award will be conferred posthumously either to a nominated representative of the deceased student's estate, or in absentia.
- 3.8 Where a student dies before completing all requirements of the award, and where the student was progressing well and it was reasonably expected they would complete the award, the Governing authority of AGE, on advice from the Academic Director may consider conferring the award or a lesser award depending on how much of the course was completed.
- 3.9 Where a testamur has been lost, damaged or destroyed a replacement testamur may be issued. Prior to issuing a replacement the damaged testamur must be returned or a statutory declaration presented confirming loss or destruction. The testamur will indicate it is a replacement. AGE may charge a fee to cover costs.
- 3.10 In order to maintain the integrity of AGE awards the Governing Body may revoke or vary an award where evidence shows it was issued in error or fraudulently. In such cases the AGE will afford all affected parties due process and the ability to make representations regarding the matter.
- 3.11 AGE will maintain a register of all testamurs issued and retain a copy of student results on the student file. Award conferral is public information: AGE may publish graduates' names and awards conferred, and their conferral dates.

4. Responsibilities

4.1 The Academic Director is responsible for the implementation of the policy and ensuring the requirements of the Higher Education Standards Framework are met for the conferral of awards and issuing of documentation.

4.2 The Governing Body has responsibility for the approval and oversight of the implementation of this policy.

5. Procedures

The following procedures apply to the conferral of awards:

- 5.1 The Responsible Officer confirms completion of all requirements for the conferral of the award and that all fees have been paid.
- 5.2 The Responsible Officer notifies the Academic Director in writing. The Academic Director reviews the materials and ensures they are satisfied the student has completed all requirements for conferral of the award and that all fees are paid.
- 5.3 The Academic Director notifies the Chair of the AB confirming all completion requirements are met and recommending student/s for graduation.
- 5.4 The Chair of the AB confirms completion. Upon confirmation by the Chair of the AB the conferral process may continue without waiting for the next AB meeting, and notification will be minuted in the next AB meeting minutes.
- 5.5 The Chair of the AB sends formal notification to the Chair of the Governing Body confirming completion and recommending conferral.
- 5.6 The Chair of the Governing body ratifies the advice from the Chair of the AB and authorises the conferral of the award. Upon ratification by the Chair of the Governing Body the conferral process may continue without waiting for the next Governing Body meeting. This ratification is recorded and minuted at the next meeting of the Governing Body.
- 5.7 The Responsible Officer notifies the student that the award will be conferred and makes arrangements for graduation in person or in absentia.

6. Related Legislation and Documents

Documents

Graduation Register

Standards/Code	Standards/Clauses
Higher Education Standards Framework (Threshold Standards) 2021 (www.legislation.gov.au/Details/F2021L00488)	• Standard 1.5
National Code of Practice for Providers of Education and Training to Overseas Students 2018 (www.legislation.gov.au/Details/F2017L01182)	

Standard 1.5, states:

4. Awardees of qualifications are issued with authorised certification documentation including a testamur, and either a record of results or an Australian Higher Education Graduation Statement (graduation statement) that state correctly:

- a. the name of the registered higher education provider issuing the documentation;
- b. the full name of the person to whom the documentation applies;
- c. the date of issue;
- d. the name and office of the person authorised by the higher education provider to issue the documentation; and
- e. if the qualification is recognised in the Australian Qualifications Framework, the testamur and/or the graduation statement is certified with either the logo of the Australian Qualifications Framework or the words, 'This qualification is recognised within the Australian Qualifications Framework'.

7. Feedback

7.1 AGE staff and students may provide feedback about this document by emailing support@guildmusic.edu.au for such feedback to be incorporated into a future review.

Exceptional Circumstances and Resolving Disputes

The Chair of the Governing Board has the responsibility to resolve disputes around this policy including but not limited to ambiguity in wording, unforeseen matters arising from this policy, exceptional or urgent circumstances or allowing variations to this policy on a case by case basis. All such resolutions should be minuted at the next Governing Body meeting. The Governing Body has responsibility for the approval and oversight of the implementation of this policy.

8. Document Control

This policy will be reviewed every five years by the Governing Body of AGE or at other times as considered necessary by the Governing Body or Academic Director.

9. Version Control

Approval Review	Details
Governing authority	Academic Board
Responsible officer	Academic Director
Endorsed by	Board of Directors
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