

Graduation and Awards Policy and Procedure

1. Purpose

The purpose of this policy is:

- to set the rules for the conferral of qualifications by the Whitecliffe Institute of Creative Arts and Technology
- to ensure qualifications are awarded only if a course of study leads to the award of that qualification
- to describe the requirements for issuing official and certified documentation in line with applicable regulatory and legislative requirements.

2. Scope

This policy applies to Whitecliffe students, graduates, and relevant staff.

3. Related Policies

This policy should be read in conjunction with the following Institute policies:

- Monitoring Academic Progression Policy
- Deferral, Suspension or Cancellation of Enrolment Policy
- Transfer Between Registered Providers Policy
- Misconduct Policy
- Recognition of Prior Learning (RPL) Policy
- Student Record Management Policy
- Anti-Fraud and Corruption Policy

All documents referenced in this policy can be accessed via the [Forms & Policies](#) page on the Institute website.

4. Related Legislation

- Higher Education Standards Framework (Threshold Standards) 2021
- Australian Qualifications Framework (2nd Edition)
- Education Services for Overseas Students Act 2000 (Cth) '
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Higher Education Support Act 2003 (Cth)
- Privacy Act 1988 (Cth)

5. Definitions

In the context of this Policy, the following definitions apply:

Item	Definition
Whitecliffe ("The Institute")	means Whitecliffe Institute of Creative Arts and Technology Pty Ltd trading as The Fashion Institute, including staff, affiliates, and contractors.
AQF	means the Australian Qualifications Framework, the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.
Award	A diploma, degree, or other certificate or recognition conferred on a student upon completion of a course or a unit(s) of study.
Certification documents	The official documents confirming that a qualification has been completed and awarded to a graduand.
CoE	means Confirmation of Enrolment, an official document that international students receive once they have accepted their offer of admission, and we have received their tuition fee deposit payment, confirming their enrolment in an educational institution in Australia...
Course	A structured sequence of study leading to the award of a degree, diploma, certificate, or other recognised qualification, which when successfully completed is conferred on the graduand by the Whitecliffe Governing Board.
Conferral	Means the granting of a qualification.
Course completion	Means successful completion of all the academic requirements of a course of study. This includes any required attendance, assignments, examinations, assessments, dissertations, practical experience, and work experience in industry.
DHA	The Australian Department of Home Affairs.
Graduand	Means a student who has completed their award and been deemed eligible to graduate
Graduate	A graduand who has had their award conferred by the Whitecliffe Governing Board.
Graduate in absentia	To have an award conferred without being physically present at an official graduation ceremony.
Record of Results	An official document issued by the institution that provides a summary of a student's academic results for units of study undertaken and completed.
Study Load	Means the total academic workload a student is enrolled in during a semester or academic year.
Testamur	An official certification document that confirms a qualification has been awarded to an individual.

Item	Definition
Transcript	An official academic record issued by the institution that provides details of a student's enrolment, units of study undertaken, results achieved, and qualification(s) awarded.

6. Policy

6.1. Course Completion Requirements

6.1.1. Students who meet all the academic and administrative requirements of an accredited course are entitled to the award of the qualification to which the course leads.

6.1.2. The academic and administrative requirements for completion of a course at Whitecliffe Institute are met when:

- All course requirements have been fulfilled, meaning any required attendance, assignments, examinations, assessments, dissertations, practical experience, and work experience in industry.
- All administrative information is accurate, including the unique student identifier (USI)
- All due fees have been paid in full.
- The student's enrolment is not subject to or undergoing a review that may lead to the suspension, deferral, or cancellation of enrolment.
- They have not already graduated from that award.

6.2. Issuance of AQF Qualifications

The [AQF Qualifications Issuance Policy](#) ensures that graduates receive official and certified documents to which they are entitled, including:

6.2.1. All graduates who have completed a program of learning that leads to the award of an AQF qualification are entitled to receive the following certification documentation on award of the qualification:

- a testamur; and
- a record of results. A graduation statement will also be issued as its usage is adopted across the education and training sectors.

6.2.2. Students who complete part of the requirements of an AQF qualification in which they are enrolled are entitled to receive a record of results.

6.2.3. Graduates are entitled to retain testamurs and records of results once they have been issued unless the:

- AQF qualification builds on a lower-level qualification in the same discipline at the same issuing organisation and it has a policy regarding the surrender of certification documentation; or
- AQF qualification is revoked under the terms of the issuing organisation's policy¹

6.3. Issuance of certification documents

The Higher Education Standards Framework (Threshold Standards) 2021 Standard 1.5 Qualifications and Certification establishes the specifications for the production and issuance of

¹ AQF Qualifications Issuance Policy <https://www.aqf.edu.au/publication/aqf-qualifications-issuance-policy>

official and certified academic documents, including:

- “Qualifications, other than higher doctoral or honorary qualifications, are awarded only if a course of study leads to the award of that qualification and all the requirements of the course of study have been fulfilled.
- When an Australian Higher Education Qualification is offered, the course of study leading to the qualification is either self-accredited under authority to self-accredit or accredited by TEQSA and the learning outcomes for the qualification are consistent with the level classification for that qualification in the Australian Qualifications Framework.
- All certification documentation issued by the higher education provider is:
 - unambiguously issued by the registered higher education provider
 - readily distinguishable from other certification documents issued by the higher education provider
 - protected against fraudulent issue
 - traceable and authenticable
 - designed to prevent unauthorised reproduction, and
 - replaceable by the higher education provider through an authorised and verifiable process.
- Testamurs state correctly, in addition to the requirements for all certification documentation:
 - the full title of the qualification awarded, including the field or discipline of study
 - any subsidiary component of the qualification (such as integrated honours, an area of specialisation or a major study), and
 - if any parts of the course of study or assessment leading to the qualification were conducted in a language other than English, except for the use of another language to develop proficiency in that language
- Records of results state correctly, in addition to the requirements for all certification documentation:
 - the full name of all courses and units of study undertaken and when they were undertaken and completed
 - credit granted through recognition of prior learning
 - the weighting of units within courses of study
 - the grades and/or marks awarded for each unit of study undertaken and, if applicable, for the course overall
 - where grades are issued, an explanation of the grading system used
 - where a course of study includes a significant particular focus of study such as honours, an area of specialisation or a major study, a definition of that component of significant focus, and
 - any parts of a course or units of study or assessment that were conducted in a language other than English, except for the use of another language to develop proficiency in that language.
 - Students who complete one or more units of study that do not lead to the award of a qualification have access to an authorised record of results for the units undertaken.”²

² Higher Education Standards Framework (Threshold Standards) 2021

<https://www.legislation.gov.au/F2021L00488/latest/text>

6.4. Record keeping

A Register of certification documents will be maintained by the Registrar, comprising information regarding the graduates' names, details of the awards, issue dates, and serial numbers.

7. Procedure

7.1. Conferral of awards

- 7.1.1. A student is eligible to graduate from the award in which they are enrolled if they have completed their course and met all the academic and administrative requirements.
- 7.1.2. Certification documents will be conferred at the next available graduation ceremony.
- 7.1.3. A graduation ceremony is to be held at least once a year. Graduation ceremony dates and associated information will be published on the website.
- 7.1.4. Graduands not attending the ceremony will be graduated in absentia. Awards in absentia are issued by mail, at the written request of the student and upon receipt of a postage fee.

7.2. Graduands list

- 7.2.1. The Registrar will review the final results to confirm the students who have met all course requirements and are eligible to graduate. Upon review, the Registrar and Chief Academic Officer will confirm the graduands list, which will then be submitted to the Academic Board.
- 7.2.2. The Academic Board will confirm and endorse the graduands' list for approval by the Governing Board.
- 7.2.3. The Governing Board will provide the final approval of the graduands before certification documents can be issued.
- 7.2.4. Students will be advised of their eligibility to graduate via a graduation invitation. Graduands must confirm whether they will attend a graduation ceremony or graduate in absentia.

7.3. Completion Letters

- 7.3.1. A Completion Letter can be issued upon request by Whitecliffe to confirm completion of a qualification before a student has graduated and received a testamur and academic transcript.
- 7.3.2. The Completion Letter can be used for employment, provided to professional bodies and associations, or the Department of Home Affairs.
- 7.3.3. Requests for a Completion Letter can be made by graduands after the release of the final results. The Registrar will check that all the requirements for the course have been completed and confirm the eligibility to graduate.

7.4. Printing of Certification documents

- 7.4.1. Testamurs and transcripts are printed in-house. Testamurs have a gold seal that is embossed with the Whitecliffe emblem and transcripts are printed on security paper.

- 7.4.2. Testamurs have a certificate number assigned to them and this number is listed on a certificate register, which includes student details, date issued, certificate number and method of collection i.e. graduation or postal.

7.5. Revocation of awards

- 7.5.1. Whitecliffe may revoke an award under the following circumstances:
- Discovery of academic misconduct, such as plagiarism, cheating, or falsification of records, which would have affected the decision to confer the award.
 - Discovery that the recipient provided false or misleading information during the application or admission process.
 - A serious breach of the Institute's Code of Conduct, where the recipient's actions significantly discredit the reputation or integrity of the Institution.
- 7.5.2. The decision to revoke an award will be made by the Governing Board, with recommendation and evidence provided by the Academic Leadership Team.
- 7.5.3. If an award is revoked, Whitecliffe will amend the recipient's official record accordingly. If applicable, relevant external bodies will also be notified of the revocation.

7.6. Aegrotat and Posthumous Awards

- 7.6.1. If a student deemed eligible to graduate becomes deceased before the conferral of the award for which s/he is eligible, the Governing Board may authorise the award to be conferred posthumously.

7.7. Replacement testamurs

- 7.7.1. A replacement testamur can be issued on request when the original testamur is lost, damaged, or stolen.
- 7.7.2. To apply for a replacement testamur a graduate must submit a Statutory Declaration stating the reason for the request. Replacement testamurs incur a reissuance fee and are recorded in the Certificate Documentation Register indicating the original number assigned when first issued.
- 7.7.3. The replacement testamur will be issued based on the format current at reissuance time and will include a statement that it is a replacement.
- 7.7.4. No graduation ceremony will take place for the reissuance of testamurs.

7.8. Amendment of awards

- 7.8.1. All certification documents will be issued in the legal name of the student at the time of conferral. If after issuance of the documents a graduate provides evidence that their legal name was different to that provided at the date of conferral, the graduate may request that the documents be re-issued in the correct name. A fee will be charged for reissuance. The original official documents are to be returned to the Institute.

8. Roles and Responsibilities

- 8.1. The Registrar is responsible for ensuring all student grades are recorded accurately and maintained in a safe and secure manner, with verifying students' eligibility to graduate, and with the management of records related to certification documents.

- 8.2. The Registrar and Chief Academic Officer will confirm the graduands list and submit it to the Academic Board.
- 8.3. The Academic Board is responsible for confirming the graduands' list and recommending it to the Governing Board for approval.
- 8.4. The Curriculum Development and Delivery Committee is responsible for moderation and approval of all student grades.
- 8.5. The Chief Academic Officer has oversight of the graduation and liaises with the Academic Board regarding the graduands' list.

9. Change and Version Control

Version	Approval date	Author	Approved by	Description
v1.0 16052023	25 May 2023	QA Manager	Academic Board	Edits made to HEP name and Related Policies
v1.1 11092024	11 Sep 2024	Director of Operations and Compliance	Academic Board	Edit made to reissuance
v2.0 Aug 2026	08.09. 2026	Collaborative	CEO	- Health check – terminology, branding, and formatting updates. - Inclusion of Revocation of Awards Policy, addition of Procedure, change of title from 'Course Completion, Graduation, Transcripts and Awards Policy'.

10. Policy Information

Policy owner:	Chief Academic Officer
Approved by:	CEO
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