

Graduation and Issuance Policy and Procedure

Approving body	Governing Board (GB)
Date approved	27 Feb 2025
Date of effect	Commencement of operation
Next scheduled review	Two years from policy commencement
Policy owner	Chief Executive Officer (CEO)
Policy contact	Chief Executive Officer (CEO)
Related Documents	<u>Delegations Policy and Schedule</u> Terms of Reference – Governing Board (GB)
Higher Education Standards Framework (HESF) 2021 (Cth)	Standards 6.2.1c and 6.2.1d

Purpose

1. This Policy and Procedure sets out how **Zenith Innovation Institute (Zenith / the Institute)** will ensure the integrity of the qualifications awarded to students, including the process for approving students to graduate with a qualification, authenticating the certification documents issued and securing records of certification documents.

Scope

2. This Policy applies to:
 - (a) students at the Institute;
 - (b) members of the Institute's governing bodies; and
 - (c) all academic certification.
3. The Institute does not issue honorary qualifications.

Policy

4. A qualification under the Australian Qualifications Framework (**AQF**) will be awarded to a student only when the student has fulfilled all requirements of the course to which the qualification is related.
5. The Institute will issue certification documentation that is authenticable and consistent with all applicable legislative requirements.
6. The Governing Board is authorised to confer higher education awards to students.

Procedure

Graduation

7. The Institute will notify students in writing of their eligibility to graduate.
8. Graduands will be invited to the earliest graduation ceremony after the Academic Board has recommended awarding the qualification to the Governing Board, subject to payment of all fees due and the absence of any ongoing disciplinary action or investigation.
9. Graduands unable to attend a graduation ceremony will be graduated in absentia.

Certification of Qualifications

10. The Institute will issue to students who qualify, authorised certification documentation, the following official documents:
 - (a) a testamur; and
 - (b) an academic transcript.
11. All certification documentation will state:
 - (a) the full name of the Institute;
 - (b) the full name of the qualification awarded;
 - (c) the full name of the person to whom the documentation applies;
 - (d) the date of issue;
 - (e) the name and office of the person authorised by the Institute to issue the documentation; and
 - (f) where the qualification is recognised in the AQF, the testamur will be certified with either the logo of the Australian Qualifications Framework or the words, 'This qualification is recognised within the Australian Qualifications Framework'.
12. The specifications for a certification documentation are provided at Appendix 1.
13. The Institute will only issue certification documentations that are:
 - (a) unambiguously issued by the Institute;
 - (b) readily distinguishable from other certification documents that the Institute or other higher education providers may issue;
 - (c) protected against fraudulent issue;
 - (d) traceable and authenticable;
 - (e) designed to prevent unauthorised reproduction; and
 - (f) replaceable by the Institute through an authorised and verifiable process.
14. Students who complete all the requirements for one or more subjects but have not completed their course will be issued with a Statement of Attainment for the subjects undertaken.

Issuance of Certification Documentation

15. Testamurs, academic transcripts and Statements of Attainment will be issued within 20 working days after conferral, subject to all due fees being paid and in the absence of any ongoing disciplinary action or investigation.
16. Certification documentation will be issued directly to the recipient during a graduation ceremony or via registered mail if the graduand elects to graduate 'in absentia'.
17. A replacement of issued certification documentation may be obtained by the student by lodging a request with the Student Services Manager and providing proof of identity and a statutory declaration of the loss of the original certification documentation. Proof of identity could be a certified copy of the student's driver's licence or passport or by presenting the student's driver's

licence or passport upon collection. A fee of \$150 will need to be paid for the reissuance of the same.

18. Replacement documentation will be identified as such by inclusion of the word 'Replacement' on the document, dated, and signed by the Student Services Manager. The replacement will be issued within 20 working days of payment of the applicable fees and the replacement recorded in the Register of awarded qualifications.

Records

19. Accurate and up-to-date records of the award of qualifications and Statements of Attainment issues will be maintained in a register of awarded qualifications, which can be audited and identifies the holder and other relevant information included on certification documents.

Appeal

20. Any complaints arising from the implementation of this Policy and Procedure may be addressed under the provisions of the Student Grievance Policy and Procedure.
21. If a student remains dissatisfied with the outcome of a complaint, they may appeal under the provisions of the Student Appeals Policy and Procedure.

Responsibilities

22. The Governing Board will be responsible for:
 - (a) overseeing a robust process for the award of formal qualifications and issuance of certification documents; and
 - (b) conferral of academic awards.
23. The Academic Board is responsible for:
 - (a) confirming that students have satisfied the requirements for the course; and
 - (b) recommending the award of qualifications to the Governing Board.
24. In advising the Governing Board, the Academic Board ensures fulfillment of all course requirements within the stated course length of study and that all course outcomes have been met.
25. The Academic Dean will:
 - (a) provide assurance to the Academic Board that all course requirements have been met;
 - (b) confirm that all records of completion are accurate.
 - (c) Confirm the student has no outstanding fees or disciplinary actions.
26. The Academic Registrar will:
 - (a) ensure the issuance of academic certification in accordance with this Policy and Procedure; and
 - (b) exercise management of all controls to prevent, deter, and detect fraudulent issue of certification documentation; and
 - (c) ensure that the approved seal is kept under lock and key with restricted access to the Academic Registrar and the CEO.

Definitions

27. For the purposes of this Policy:

Term	Definition
Academic transcript or record of results	A record of all learning leading to an AQF qualification or an accredited subject in which a student is enrolled and is issued by the Institute.
Australian Qualifications Framework (AQF)	The national policy for regulated qualifications in Australian education which incorporates the qualifications from each education sector into a single comprehensive national qualifications framework.
AQF qualification	The result of an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF.
Certification	Involves the verification and authentication of a student's entitlement to a qualification.
Certification documentation	Set of official documents that confirms that a qualification has been completed and awarded to an individual.
Conferral	Granting an award to a student either in person or in absentia at an official ceremony after completion of their course requirements.
Graduand	A person who has fulfilled the requirements for completion of an award course and has had their award conferred in accordance with this policy.
Qualification title	The nomenclature used for an AQF qualification that denotes the type, level and field of study/discipline of the qualification.
Statement of attainment	Recognises that one or more accredited subjects have been achieved.
Testamur	A document in the form of a certificate which is binding on and certified by the Institute, provided to the relevant graduating student upon successful completion and conferral of an award at the Institute.

Schedule 1 – Specifications for Certification Documents

1. Testamurs will contain the following:
 - (a) the full name of the qualification awarded, including the field or discipline of study;
 - (b) if applicable, any subsidiary component of the qualification, such as an area of specialisation or a major study;
 - (c) 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);
 - (d) certified with either the logo of the Australian Qualifications Framework or the words 'This qualification is recognised within the Australian Qualifications Framework';
 - (e) signed by the Chair of the Academic Board and the Academic Dean;
 - (f) affixed with the seal of Zenith Innovation Institute;
 - (g) unique document reference number;
 - (h) full name of the graduate;
 - (i) student number
 - (j) date of conferral; and
 - (k) watermarked paper.
2. Academic transcript will contain the following:
 - (a) the full name of all courses and units of study undertaken and when they were undertaken and completed;
 - (b) credit granted through recognition of prior learning;
 - (c) the weighting of subjects within the course;
 - (d) the grades and/or marks awarded for each subject undertaken and, if applicable, for the course overall;
 - (e) where grades are issued, an explanation of the grading system used;
 - (f) if applicable, 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;
 - (g) any parts of a course or subject or assessment that were conducted in a language other than English (except for the use of another language to develop proficiency in that language);
 - (h) signed by the Chair of the Academic Board and the Principal;
 - (i) affixed with the seal of Zenith Innovation Institute;
 - (j) unique document reference number;
 - (k) full name of the graduate;
 - (l) student number
 - (m) date of issuance; and
 - (n) watermarked paper.
3. Statement of Attainment will contain the following:
 - (a) the full name of all subjects of study undertaken and when they were undertaken and completed;
 - (b) credit granted through recognition of prior learning;

- (c) the grades and/or marks awarded for each subject undertaken;
- (d) any parts of a subject or assessment that were conducted in a language other than English (except for the use of another language to develop proficiency in that language);
- (e) signed by the Student Services Manager;
- (f) affixed with the seal of Zenith Innovation Institute;
- (g) unique document reference number;
- (h) full name of the graduate;
- (i) student number;
- (j) date of issuance; and
- (k) watermarked paper.

Version control

Version	Changes	Approval Body	Approval Date
1.0	Original version	Governing Board	
1.1	Details about the graduation seal being kept under lock and key for restricted access added under point 26.	Governing Board	22 Aug 2024
1.2	<p>Point 17 updated to reflect stat dec from student and replacement fee</p> <p>Point 18 updated to reflect recording of the replacement request</p> <p>Point 24 replaced “In advising the Governing Board, the Academic Board will consider a range of factors including but not limited to individual student and/or cohort information on:</p> <ul style="list-style-type: none"> time to complete; grade distribution; credit proportion; and <p>discretionary or other waivers.” With “In advising the Governing Board, the Academic Board ensures fulfillment of all course requirements within the stated course length of study and that all course outcomes have been met.”</p>	GB	27 Feb 2025