
POLICY S9.3

GRADUATION AND AWARD CERTIFICATION

1.0 INTRODUCTION

1.1 Context

The AIM Business School (ABS) is a registered institute of higher education offering qualifications at AQF Level 8 & 9. ABS issues its graduates with appropriate qualifications and certification as required by the Higher Education Support Act 2003, the Australian Qualifications Framework, and the Higher Education Standards Framework 2021, and maintains processes to authenticate Award Certification and protect against fraud.

1.2 Purpose

This policy defines the principles and rules for the issuance of qualifications and certification such as Testamurs and the Academic Transcript as required under legislation.

1.3 Scope

This policy applies to all students, graduands, graduates, and staff of ABS and Third-Party Partners (TTP).

1.4 Scope Exceptions

None.

2.0 RESPONSIBILITIES

1. Students, staff, graduands, and graduates of ABS and TPP are responsible for complying with this policy.
2. The Registrar is responsible for maintaining a Qualifications Register and a Statements Register.
3. The Registrar is responsible for ensuring student result records and Award Certification are kept for thirty (30) years after the student ceases to be a student of ABS or TPP.
4. ABS staff and students are responsible for actioning and complying with the processes attributed to them in the Graduation and Award Certification Procedure.

3.0 POLICY

3.1 Principles

1. Through its national registration as an Institute of Higher Education under the Tertiary Education Quality and Standards Agency Act 2011, ABS is authorised to confer academic Award Certification to students who have attained the standards required for the Award as approved by ABS Corporate Board.
2. ABS manages its Award Certification in accordance with the Australian Qualifications Framework, the Higher Education Support Act 2003, and the Higher Education Standards Framework 2021, specifically standard 1.5 Qualifications and Certificates and standard 6.2 Corporate Monitoring and Accountability.
3. Verification that a student has completed all the academic requirements of the Award is thoroughly conducted before a recommendation is made that the student be conferred with Award Certification.
4. A student who is enrolled in an accredited course of study and has successfully completed all the required units is entitled to receive the following Award Certification upon completion:
 - a Testamur; and
 - Academic Transcript.
5. Students who have an outstanding financial debt to ABS are not permitted to graduate until such debts have been paid.
6. A student who has successfully completed one or more subjects within an accredited course of study but does not meet the requirements of the full qualification is entitled to an Interim Academic Transcript.
7. Award Certification may be issued:
 - in person; or
 - by mail; or
 - by personal proxy with written permission from the student and the proxy's ID displayed upon collection.
8. Posthumous Award Certification may be conferred as follows:
 - to a graduand who has completed an Award but has died before conferral of the Award; or
 - to a student who, at the time of death, was enrolled in units which, if completed, would have fulfilled the requirements of the Award.

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9. ABS may revoke or require Award Certification to be returned in the following circumstances:
 - fraud or dishonesty (i.e., where it becomes evident that the Award Certification was inappropriately obtained); or
 - the Award Certification has been issued with error; or
 - the Award Certification has been presented for a nested qualification (e.g., a Graduate Certificate) prior to the granting of the higher qualification (e.g., a Graduate Diploma).
 10. Graduates may request re-issuance of their Award Certification as outlined in the Graduation and Award Certification Procedure.
 11. The course /qualification title on conferred Award Certification cannot be changed unless an administrative error has been made by ABS.
 12. Students may choose to exit the course and apply to graduate with an alternative award which is a lower-level nested qualification where they have met all the requirements.
 13. Student result records are kept for 30 years after the student ceases to be a student.

3.2 Award Certification

1. All Award Certification will comply with the requirements outlined in Standard 1.5 of the Higher Education Standards Framework 2021.
2. To confirm authenticity and protect against fraud, the Award Certification will include and state correct:
 - the legal name of the provider: Australian Institute of Management Education and Training Pty Limited;
 - ABS's trading name: AIM Business School;
 - ABS's ABN: 40 009 668 553;
 - ABS's address and contact details including website;
 - the graduate's full name in the order of first name/s followed by the surname;
 - the qualification's title;
 - date of issue;
 - the ABS logo (as corporate identifier);
 - unique reference number;

- the name and signature of the person authorised by ACHW to issue the Award Certification and;
 - the Australian Qualifications Framework logo or the words ‘This qualification is recognised within the Australian Qualifications Framework’;
3. The Transcript is printed on security paper and a unique certificate number for document identification is recorded in the Qualifications Register and the Statements Register.
 4. Graduating students will be provided with a testamur free of charge for the first copy they receive. Subsequent copies will be requested on a fee for service basis. Requests are to be made in writing by the student to the Student Support team.
 5. Post-nominals can be used after conferral of date of graduation.
 6. Subsequent academic record of results will be provided to students upon their request on a fee-for-service basis. Requests are to be made in writing by the student to Student Support team. Academic results will not be provided to any person or organisation unless the student authorises such disclosure in writing in advance.

3.3 Qualifications Register and Statements Register

1. In keeping with the principles of best practice and the requirements of the [AQF Qualifications Register Policy](#), the Registrar maintains a:
 - register of all qualifications the ABS is authorised to issue; and a
 - register of all qualifications issued to graduates.
2. The Qualifications Register will include the following:
 - the name of the qualification
 - the student’s full name
 - date of issue
 - the certificate or statement number
3. The Qualifications Register will be kept and maintained by the Registrar.
4. The Qualifications Register will capture re-issue Award Certification, as issued by the Registrar.

5. Similarly, the Registrar keeps a Statements Register of all statements issued (Interim Academic Transcript).

4.0 DEFINITIONS

- **Award Certification** - The certification that formalises an Award (qualification) conferred upon a student following the successful completion of an academic course. The student receives the Testamur and the Academic Transcript as Award Certification.
- **Conferral** - is the date on which an Award Certification is granted. This date appears on the student's official parchment.
- **Conferred 'in absentia'** - where Award Certification is conferred on a graduand at a graduation ceremony they do not attend.
- **Graduand** - a student who has qualified for an Award but who has not yet had the Award conferred.
- **Graduate** - a student who has had Award Certification conferred.
- **Academic Transcript** - a record of the grades the student achieved for the units within a course. Part of the Award Certification.
- **Student** - Refers to domestic and international ABS students.
- **Testamur** - is the official and certified document identifying that the student named on the document has successfully completed the award named on the Testamur.

5.0 REFERENCES AND ASSOCIATED INFORMATION

- [AQF Qualifications Register Policy](#)
- Australian Qualifications Framework (AQF)
- Graduation and Award Certification Procedure
- [Higher Education Standards Framework 2021](#)
- [Higher Education Support Act 2003](#)

6.0 POLICY OWNERSHIP

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| Policy Owner | Registrar |
| Status | Reviewed April 2024 |
| Approval Authority | ABS Corporate Board |
| Date of Approval | 01/05/2024 |
| Effective Date | 01/05/2024 |
| Implementation Owner | Registrar |
| Maintenance Owner | Head of Compliance |
| Review Due | May 2027 |
| Content Enquiries | Sertan Can - Registrar Email: sertan.can@aim.com.au |

7.0 AMENDMENTS

| Version | Amendment Approval (Date) | Amendment Made By (Position) | Amendment Details |
|---------|---------------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| S9.0 | 21 October 2021 | Registrar | New Policy |
| S9.1 | 15 December 2022 | Head of Compliance | Updated to include actions taken to ensure integrity of documentation |
| S9.2 | 1 May 2024 | ABS Corporate Board | Updates of responsibilities to align with current org chart. |
| S9.3 | 14 May 2025 | Head of Compliance | Minor update to align with TEQSA ASMT nomenclature and PRV categories, 'registered Institute of Higher Education in Australia'. |