

Graduation and Certification Policy and Procedure

1 Purpose and scope

This policy provides a framework for awarding higher education awards at AIE Institute and associated documentation of conferral of awards. This policy ensures 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 AIE Institute's higher education community that are involved in conferral of higher education awards and their documentation.

2 Objectives

This policy provides staff and students with clear guidelines on eligibility and conferral of awards. AIE Institute 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.

3 Implementation

The Academic Director implements this policy 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.

4 Procedure

4.1 Eligibility to graduate

Students are eligible to receive a Testamur for their award only on completion of all requirements of the course. Students must apply to receive a Testamur and Official Academic Transcript using the *Testamur Request Form* and *Academic Transcript Request Form*. Students must meet all requirements and finalise all financial matters prior to the published cut-off date to ensure a place at the Graduation Ceremony.

The Academic Director determines whether students have completed all course requirements and prepares a Graduation Report for the Teaching and Learning Committee. Once approved by the Teaching and Learning Committee, the Graduation Report is forwarded to the Academic Board for their consideration.

4.1.1 Course requirements

Students must complete a total of 240 credit points to be conferred the award of Bachelor of Game Development Major in Game Art, Bachelor of Game Development Major in Game Design or Bachelor of Game Development Major in Game Programming. Students must complete the required core and major units as specified in the relevant Course Outline.

The official award abbreviations are:

- a. **BGameDev (Art)** for Bachelor of Game Development Major in Game Art
- b. **BGameDev (Design)** for Bachelor of Game Development Major in Game Design
- c. **BGameDev (Programming)** for Bachelor of Game Development Major in Game Programming.

4.1.2 Eligibility assessment and approval

The Teaching and Learning Committee is responsible for ensuring that a student has completed all course requirements. It prepares 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 be mailed to the student or presented at the Graduation Ceremony.

4.2 Certification

4.2.1 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 are printed on secure paper to prevent fraudulent reproduction. The transcripts are also 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.

AIE Institute ensures 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 (see *Academic Transcript Template*):

- a. Full name of the student (or graduate receiving the award) as per the Student Management System
- b. Approved full title of the award 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 Academic Director and the Chair of the Board of Directors (official transcripts only)
- k. Student identification number
- l. AIE Institute's name, as the registered provider
- m. AIE Institute logo and printed on secure paper (official transcripts only).

4.2.1.1 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.

4.2.2 Testamur

The Testamur is produced in accordance with the *Threshold Standards 2021, Part A 1.5 Qualifications and Certification*, and the *AQF Qualification Issuance Policy*. The Testamur is printed on secure paper or uses AIE Institute's logo as a watermark to avoid fraudulent reproduction. The following information appears on Testamurs (see *Testamur Template*):

- a. Full name of the Graduate receiving the award as per the Student Management System
- b. The statement 'having fulfilled the requirements prescribed by AIE Institute is granted the ...'
- c. Approved full title of the award 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 Academic Director and the Chair of the Board of Directors
- g. Student identification number
- h. Testamur unique identification number
- i. AIE Institute's name, as the registered provider
- j. AQF logo or the words 'The award is recognised within the Australian Qualifications Framework'.

Each graduate is issued a unique identifier in the form of a Testamur number that is recorded in the Register of Graduates by AIE Institute's Student Administration, and appears on the student's Testamur and Academic Transcript (if award completed).

4.2.3 Replacement documentation

The Academic Director 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; the applicant must also sign an agreement that if subsequently the original document is located, the replacement Testamur must be returned to AIE Institute.
- 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 Replacement Testamur 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. A 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*.

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 and 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 AIE Institute's Student Administration; the graduate must provide photo identification such as a driver's license or a student card and complete a collection form
- 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
- k. Posting to the graduate by Registered Mail.

4.3 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.

4.4 Appeals

Appeals against a decision not to issue, re-issue or replace a Testamur may be lodged with the Academic Director, who submits it to the Chair of the Academic Board for consideration. Refer to *Student Grievance Policy and Procedure* for more information.

5 Definitions

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.

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.

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

6 Related policies and procedures

The following policies and procedures are related to this policy:

- a. Academic Transcript Template
- b. AQF Qualification Issuance Policy
- c. Course Outline
- d. Fee Schedule Domestic Students
- e. Fee Schedule International Students
- f. Fees Policy and Procedure
- g. Higher Education Standards Framework (Threshold Standards) 2021
- h. Student Grievance Policy and Procedure
- i. Testamur Template.

7 Review

Three years from commencement.

8 Accountabilities

The Academic Board is responsible for review and approval of this policy.

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