

# Course Completion, Graduation, Transcripts and Testamurs Policy

## Purpose

This policy defines who is eligible to graduate from an award course at ICAT. It also describes the requirements for issuing official and certified documentation, in addition to outlining ICAT course completion requirements in line with regulator and Department of Home Affairs (DHA) requirements.

## Scope

This policy applies to all students and to all awards conferred on students from any course or unit(s) of study at ICAT.

## 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
- Course Credit for Recognition of Prior Learning Policy

All documents referenced in this policy can be accessed via the [Forms & Policies](#) section at the bottom of the homepage of the Institute website.

## Related Legislation

- The Higher Education Standards Framework (Threshold Standards)

## Definitions

For the purpose of this, Policy the following definitions apply:

Item	Definition
<b>The Institute</b>	means the Institute of Creative Arts and Technology Pty Limited, including staff, affiliates, and contractors

<b>AQF</b>	The Australian Qualifications Framework, a national policy which describes the minimum standards and levels of Australian qualifications and award courses.
<b>Award</b>	A diploma, degree, Statement of Attainment, prize, or other certificate or recognition conferred on a student upon completion of a course or a unit(s) of study.
<b>CoE</b>	CoE is the abbreviation for Confirmation of Enrolment. This is a document that is issued by ICAT after a student has signed an Offer Letter for an approved ICAT course. It formalises the student's enrolment in the ICAT course. The CoE is issued by ICAT (on behalf of the Department of Home Affairs) to satisfy international student visa requirements.
<b>Course</b>	A structured sequence of study leading to the award of a degree, diploma, certificate or other recognized qualification, which when successfully completed is conferred on the graduand by the ICAT Corporate Board.
<b>DHA</b>	DHA refers to the Australian Government agency the Department of Home Affairs.
<b>Graduate</b>	A graduand who has had their award conferred on them by the ICAT Corporate Board.
<b>Graduate in absentia</b>	To have an award conferred without being physically present at an official graduation ceremony.
<b>Study Load Requirements</b>	Study Load Requirements refers to the minimum loading requirements for subject enrolment each trimester in order that students can complete their course of study within their CoE timeframe.
<b>Learning Management System (LMS)</b>	means the system used to monitor, provide, and deliver learning materials and resources, and record student learning outcomes and results

## Policy Statement

The following principles apply:

### 1. Course Completion Requirements

- Students must complete their course within the timeframe specified on their CoE.
- Students must adhere to the study load requirements outlined on the ICAT website (namely, by

maintaining a full-time study load of four subjects in each trimester with a minimum of eight subjects in a full year), and the Academic Progression requirements outlined in the Monitoring Academic Progression Policy.

- The Department of Immigration and Home Affairs (DHA) requires that students on a student visa complete their course within the original timeframe for which the visa was granted.
- All awards are ratified by the Teaching and Learning Committee, endorsed by the Academic Board and conferred by the Corporate Board at regular committee and board meetings throughout the academic year.

## 2. National Policy References

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

It is not Institute policy to automatically reissue a Testamur following a change of name. As a testamur is a legal document issued under the Common Seal of the Institute on a particular date and under a specific name, once issued it cannot be altered. However, the Institute’s Board of Directors has provision to reissue a Testamur in exceptional (and rare) circumstances, typically where the graduate is unable to use the original testamur for personal security reasons, or professional registration purposes. A graduate resuming a previous name would not automatically qualify for a reissued Testamur. Graduates who believe they meet the criteria of an exceptional case must provide a Statutory Declaration that provides the appropriate case details, arguments, and include any supporting evidence by contacting the Office of the Registrar.

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

## 2.1 Issuing AQF Qualifications

2.1.1 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.

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

2.1.3 Graduates are entitled to retain testamurs and records of results once they

have been issued unless the:

- A QF 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
- A QF qualification is revoked under the terms of the issuing organisation's policy



## Change and Version Control

Version	Date Approved	Authored by	Approved by	Description
16052023	25 May 2023	QA Manager	Academic Board	Edits made to HEP name and Related Policies
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## Policy Information

<b>Author:</b>	Director of Operations and Compliance, Office of the Registrar
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