

# Graduation and Certification Policy

Policy Category	Academic		
Policy Owner	Dean		
Responsible for Implementation	Registrar		
Review Date	October 2025		
Relevant to	IGI Students, Graduates, and Staff		
Related Documents	Student Records Management Policy Student Fees Policy Student Code of Conduct Complaints and Appeals Policy		
<b>Version</b>	<b>Authorised by</b>	<b>Approval Date</b>	<b>Effective date</b>
1.2	Governing Board	10 Oct 2023	10 Oct 2023

## 1. Purpose

This Policy supports PBL Education Pty Ltd. (PBL) trading as the International Graduate Institute (IGI) commitment to implementing a consistent, secure process for issuing and certifying all certification documentation, including testamurs and academic transcripts (final or interim results).

## 2. Definitions

In this policy the following definitions apply:

Definitions	
<b>Australian Qualifications Framework (AQF)</b>	Australia's national policy for regulated qualifications provides national recognition and a consistent understanding of what defines each qualification type.
<b>Award</b>	The conferral of a qualification to a student and certification of the qualification provided in the testamur.
<b>Certification Documentation</b>	The official documents confirming that a qualification has been completed and awarded to an IGI student.
<b>Conferral</b>	The granting or bestowal of a qualification.
<b>Graduate</b>	A student who has been awarded a qualification by PBL.
<b>Graduating in absentia</b>	Awarding a qualification at a graduation ceremony without the graduate being present.
<b>Final academic transcript</b>	A record of all the completed results leading to an AQF qualification issued by IGI to its graduates.
<b>Interim academic transcript</b>	A record of the results attained by an IGI student enrolled in an IGI course at any time during their study.
<b>Program</b>	A course of study comprising units of study that, when successfully completed, concludes in awarding a qualification, such as a bachelor's degree.
<b>Testamur</b>	The official certification document that confirms a qualification has been awarded to a student.

### 3. Scope

This Policy applies to all IGI students, graduates, and staff.

### 4. Policy

The fundamental principles informing this Policy are:

- Articulating and implementing a transparent process for the legitimate award of AQF qualifications
- The consistent issuance of all certification documentation in accordance with legislative and regulatory requirements.
- Assurance of authenticity of certification issued by PBL Education Pty Ltd.

### 5. Policy Details

PBL's Governing Board is ultimately responsible for awarding qualifications on the recommendation of the Academic Board after they have approved the list of graduands and recommended the conferral of the awards. The Academic Board has delegated to the Academic Progression Committee the responsibility to moderate and review all student results and recommend those students who have satisfied the academic requirements of the award in which they are enrolled.

#### 5.1 Award

All IGI students who are enrolled in and meet all the academic and administrative requirements of an accredited program of study are entitled to the award of the qualification to which the program leads.

The academic and administrative requirements for completion of a program are met when:

- All program requirements have been fulfilled
- All administration information is accurate, including the unique student identifier
- All due fees have been paid
- The student's enrolment is not subject to or undergoing a review, which could lead to the suspension, deferral, or cancellation of enrolment.

#### 5.2 Awarding a Qualification

5.2.1 IGI graduates will be presented with their certification documentation at the earliest scheduled graduation ceremony after satisfying all academic and administrative requirements. Graduation ceremonies will take place at least once a year.

5.2.2 Any graduate who does not attend the scheduled graduation ceremony will be graduated in absentia.

5.2.3 When 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.

#### 5.3 Certification Documentation

IGI graduates are entitled to receive the following certification documentation:

- A testamur, which will include the following information:
  - The full title of the award as listed on the higher education National Register and
  - The specialisation component of the qualification.

- A final academic transcript, which will include the following information:
  - The full name of the course and units undertaken and completed
  - Identify any credit and/or recognition of prior learning
  - Identify the unit credit points
  - State the grades issued and explain the grading system used.

All IGI's certification documentation issued will:

- Be readily identifiable from other certification documentation issued by IGI.
- Be issued following processes designed to protect against fraudulent issues.
- Use appropriate certification paper that supports traceability and authentication to minimise opportunities for unauthorised reproduction.
- Be replaced following an authorised and verifiable process.

## 5.4 Replacement of An Original Testamur

- 5.4.1 An IGI graduate may apply for a replacement testamur due to the document being permanently lost, damaged, or stolen. The graduate must provide a duly signed Statutory Declaration (or the overseas equivalent) regarding the unrecoverable theft, damage, or loss. Replacement testamurs will be issued for a fee and recorded in the Certificate Register using the original unique award number allocated to the award upon completion.
- 5.4.2 Replacement testamurs will be issued in the approved document format at the replacement time. The testamur will display a statement indicating that the document has been reissued on a particular date and that the document is a replacement.
- 5.4.3 Replacement testamurs will not be presented at a graduation ceremony.

## 5.5 Printing of Certification Documentation

- 5.5.1 The Student Services department will print the testamurs and final academic transcripts.
- 5.5.2 The testamur and final academic transcript paper will be securely stored in a locked cupboard. The paper used will include anti-fraud mechanisms to minimise the possibility of certification document duplication.
- 5.5.3 The testamur paper will have a secure and unique serial number with a secure and confidential serial number, which will be recorded in the Certificate Documentation Register when printed.

## 5.6 Maintaining Records of Certification Documentation

- 5.6.1 IGI will maintain complete and secure records of all certification documentation issued to enable authentication and verification processes to be implemented.
- 5.6.2 IGI will maintain a Certification Documentation Register, including information regarding the name of the award, name of the student, AQF level, date of issuance, and certification numbers.

## 5.7 Authenticity Verification of IGI's Certification Documentation

- 5.7.1 Employers, professional bodies, licensing, and regulatory bodies may occasionally wish to verify that the academic records presented are accurate. Requests to verify academic records issued by IGI should be made to the Registrar. All privacy and confidentiality requirements will be maintained when verifying the authenticity of documents to external parties.

## 5.8 Revoking a Qualification

The PBL Governing Board may revoke a qualification if IGI has awarded a qualification incorrectly due to:

- An administrative error.
- Inaccurate information provided by the student.
- Any circumstances that do not satisfy the academic and administrative requirements identified in 5.1 above or that IGI could not reasonably be aware of at the time of the award.
- A graduate found to have breached IGI's Academic Integrity Policy may have their award revoked.

## 6. Policy Breaches

Any IGI student or staff member found to be in breach of this Policy may be subject to disciplinary action in accordance with either the IGI Student Code of Conduct available via the website or the Staff Code of Conduct available via Sharepoint.

## 7. Appeals

Any appeals concerning any decision taken concerning this Policy should be made under the Complaints and Appeals Policy and Procedure, which can be accessed via the website.

## 8. References

- Australian Qualifications Framework (2<sup>nd</sup> Edition)
- Higher Education Standards Framework (Threshold Standards) 2021
- Education Services for Overseas Students Act 2000 (Cth)
- Education Services for Overseas Students Regulations 2001
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code)
- Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth)

## 9. Document History

Version	Date	Author	Reason	Sections
1.0	Jun 2022	PBL Education	New policy	All
1.1	Oct 2023	IGI	Rebrand and review	All
1.2	Apr 2024	IGI	Logo update and minor terminology amendments.	All