



Higher Education Graduation Policy

1. PURPOSE

1.1. This document aims to define North Metropolitan TAFE's (the college) policy towards graduation of students from the higher education courses.

2. APPLICATION

2.1. This policy applies to all full-time and part-time students undertaking higher education courses.

3. EXCEPTIONS

3.1.1. none

4. DEFINITIONS

Certification documentation – that set of official documents that confirms that a qualification has been completed and awarded to an individual. This consists of

- a) a Testamur (certificate)
- b) record of results
- c) statement of attainment

5. POLICY STATEMENT

5.1. Certification documents are issued to each student who is eligible to graduate and who has applied to have a certificate conferred.

5.2. Details of each graduate and the certificate conferred upon each graduate are entered in the registrar of graduates, which is maintained by the college as the formal record of those holding a certificate of the college.

5.3. A student will only be awarded a certificate if the following eligibility requirements have been met:

- a) The student has fulfilled the relevant course requirements specified in the rules that apply to that certificate.
- b) The student has an academic progress status of "Good Standing" as outlined in Student Progress Policy.
- c) The student has complied with all statutes, by-laws, regulations, rules and policies of the college that apply to that student.

5.4. Graduate testamur are printed on A4 size paper as approved by the General Manager Training Services 1 and meet the national policy requirements for issuing AQF qualifications. Graduate testamur contain the following:

- a) The name of the body conferring the testamur;
- b) The statement confirming that the recipient has fulfilled all the requirements for the qualification
- c) The full name of the recipient

- d) The name of the qualification conferred
 - e) Where applicable, whether the award was made with distinction
 - f) The signature of the Managing Director and the Chair of the Governing Council
 - g) The college's seal, and
 - h) The date of conferral.
- 5.5. The AQF logo or the statement "The qualification is recognised within the Australian Qualifications Framework" must be included on either the testamur or graduation statement.
- 5.6. A replacement testamur can be issued when an original testamur has been lost, stolen, destroyed, not received or damaged. Replacement testamur will clearly indicate that they are a replacement. To obtain a replacement:
- 5.5.1. A graduate must complete the Replacement of a Testamur Form including the Statutory Declaration and follow the procedures outlined on the form.
 - 5.5.2. In the case that a certificate has been damaged, the graduate is not required to complete the Statutory Declaration. The graduate is required to surrender the damaged original certificate and return it with the completed Replacement of a Certificate Form.
- 5.7. The college offers graduates the opportunity to obtain one true copy of their certificate. The following details apply for a true copy:
- 5.6.1 A true copy does not bear the college's graduation seal, but has a true copy stamp.
 - 5.6.2 A true copy is acceptable on occasions when the graduate does not wish to release the original certificate.
 - 5.6.3 A true copy may suffice where an original certificate has been mislaid.
 - 5.6.4 To obtain a true copy of a certificate, graduates must follow the procedures outlined in the True Copy of a Certificate form.
 - 5.6.5 A replacement true copy of a certificate can be issued when the original true copy has been lost, stolen, destroyed, not received or damaged.
 - 5.6.6 To obtain a replacement true copy, a graduate must complete the True Copy of a Certificate form including the Statutory Declaration and follow the procedures outlined in the form.
- 5.8 Records of results and statements of attainment must be issued to graduating students containing the information set in the AQF Qualifications Issuance Policy.

6. PRINCIPLES

- 6.1. Provide a framework for the recognition of students who complete NMTAFE's Higher Education courses.

7. RELATED DOCUMENTS

7.1. *HE Graduations Procedure*

8. OWNERSHIP and CONTACTS

Policy Owner	General Manager Training Services 1
Contact	Manager of Higher Education
	Phone: 9202 4792
	Email: susan.jacobs@nmtafe.wa.edu.au
Approval Authority	Academic Board
Review Date	Maximum 3 years following approval

9. REVISION HISTORY

Version No.	Approved/ Amended/ Rescinded	Date	Approval Authority	
4.0	Approved	19 Aug 2016	HE Standing Committee	Updated reporting and authority