



# Graduation and Academic Records Policy

## 1. Purpose

This policy covers matters relating to student graduation, awards and the issuing of academic records.

King's Own Institute (KOI) is committed to ensuring the accuracy and authenticity of all issued documents that record details of students' academic information, in the interests of KOI, its students and graduates. Falsification of academic records is a serious offence.

This policy has been developed to comply with the Higher Education Standards Framework (Threshold Standards) 2021 and the Australian Qualifications Framework 2013.

## 2. Scope

The policy applies to all graduation ceremonies conducted by KOI and all academic records issued by KOI.

## 3. Definitions

*Academic transcript:* the official record of a student's study at KOI. It covers all subjects attempted,

*Completion date:* the last day of the final trimester of study in the course in which the student is enrolled, except for exit awards in which case it is the date on which a nested (exit) award is approved.

*Completion letter:* a letter confirming that a student has satisfied the requirements of an award, issued in the period before the award is conferred.

*Statement of Attainment:* may be issued to students who have discontinued an accredited course without completing, but who have completed a subject or subjects of competence or study from the course.

*Testamur:* the official document bearing KOI's Seal stating that the student has successfully completed the award named on the testamur.

## 4. Graduation ceremonies

King's Own Institute (KOI) Graduation Ceremonies are held at times and places as determined from time to time by the CEO and President, in consultation with the AIBM Council and the KOI Academic Board. Graduation ceremonies may be conducted online.

Students are eligible to graduate with the KOI qualification from the course in which they are enrolled if:

- all course requirements have been met;
- no financial debt is owed to KOI;
- there is no current suspension, exclusion or expulsion penalty on their record; and
- they have not already graduated from that award.

A student who has successfully completed the requirements for a qualification will be invited to attend as a graduand at the first Graduation Ceremony following completion of requirements for that qualification. A cut-off date for response will be included in the invitation to attend. A graduand who does not confirm attendance at that Graduation Ceremony will graduate *in absentia*.

The names of all graduands will appear in the printed program and they will be admitted as graduates of the King's Own Institute.

A graduate who has not attended the Graduation Ceremony and graduated *in absentia* may request to attend the following Graduation Ceremony to be presented as a graduate. KOI will add that graduate to a separate schedule of those being presented as graduates.

A graduate is only eligible to attend the next Graduation Ceremony following the Ceremony at which he or



she graduated *in absentia*.

## 5. Academic records

Academic records are produced under the authority of the Senior Student Support Manager and Assistant Registrar.

Academic transcripts are provided to students upon conferral of an award and at other times at the request of individual students on a fee for service basis.

Appropriate academic records may also be provided to external organisations (for example, to professional accreditation bodies, other educational institutions and for employment purposes), where the student has provided appropriate written authority for KOI to do so.

Academic records will not be supplied to students who are financially indebted to KOI, until the debt has been resolved.

Academic records will be printed on official KOI stationery, appropriate to the document type. Copies of academic records should not be accepted as official KOI documents.

### ***Testamur***

A testamur is provided to a student upon conferral of each award for which they have qualified that is presented at a graduation ceremony or supplied to graduates who choose to graduate in absentia.

The testamur states the full title of the qualification awarded and the area of specialisation where that is identified in the award.

A testamur:

- is issued under the KOI Seal;
- is issued when an award is conferred by the Council of Directors and signed by the Chair of the Council and the CEO and President
- includes a unique KOI student reference number; and
- includes the graduate's full name as recorded in the student management system, the name of the award and the date of conferral.

The KOI Seal is affixed as an anti-fraud measure.

### ***Academic Transcript***

A full academic transcript is provided at the completion of an award and at other times at the request of individual students, and/or graduates, on a fee for service basis. This transcript includes records for all awards attempted at KOI.

Academic transcripts provided to graduates will contain the following information:

- personal identification which is limited to the student name, date of birth, as recorded in the student management system and KOI student identification number;
- the full name of the academic award conferred;
- a description of a specialisation or a major study where relevant;
- a record of all enrolled subjects completed at KOI for each trimester with subject code and full subject name as part of the award conferred, including any failed subjects, and all instances of repeated subjects undertaken, including grades;
- a record of any credit granted for prior learning as part of the award conferred;
- explanations of the weighting of each subject based on credit point values and of grades based on a range of marks are provided on the reverse side of the transcript.
- the date of issue



Interim academic transcripts provided to students during their studies will contain in addition the following information:

- academic awards conferred and/or awards completed and yet to be conferred;
- a record of all enrolled subjects at KOI, including any failed subjects, and all instances of repeated subjects undertaken, including grades;
- weighting of each subject based on credit point values for all successfully completed subjects;
- all incomplete awards in which the student has been, or is currently, enrolled;
- a full record of any credit granted for prior learning.

An academic transcript

- is signed by the CEO and President
- includes the student's full name and date of birth, as recorded in the student management system and student identification number
- is printed on special paper which can be verified to be the original document

### ***Completion Letter***

A completion letter is a certification stating that the student has satisfied the requirements for a specified qualification (subject to authorisation by the Council). It may be issued by KOI, upon request, by application to the Senior Student Support Manager and Assistant Registrar.

A completion letter is intended only as interim confirmation that a qualification is completed, and so may only be issued to a student during the period after completion of their qualification requirements and before the award is conferred by KOI. It is not an official conferral of the award by KOI.

The completion letter will include the following details:

- personal information including student name as recorded in the student management system and student ID number;
- date student met all course requirements;
- award title and CRICOS code;
- date course of study commenced;
- date course of study concluded; and
- full- or part-time study.

### ***Statement of Attainment***

A statement of attainment may be issued to students who do not complete an award but have completed a subject from a KOI award or program.

The Statement of Attainment will include:

- personal information including student name as recorded in the student management system and the KOI student ID number;
- subjects undertaken by their full title; and
- date of issue.

The Statement of Attainment must be in a form that ensures it cannot be mistaken for a testamur or a full AQF qualification. It will include the statement 'A Statement of Attainment is issued when an individual has completed one or more accredited subjects.'

### ***Replacement Academic Records***

Where an original testamur or transcript or completion letter has been lost, damaged or destroyed, or where the recipient's name has changed in the Student Management System record, a replacement may be issued by KOI, on a fee for service basis, by application to the Senior Student Support Manager and Assistant Registrar.



KOI will require evidence to verify the identity of the person requesting the replacement document.

A new testamur will be identified as a replacement by inclusion of the following: "Replacement ..... issued ... (dated)" and signed by the Registrar.

A graduate issued with a new document as a result of a change of name will have all key administrative records held by KOI amended to reflect the new name.

## **6. Nested and exit awards**

Courses may contain nested awards (e.g. the Diploma of Accounting is a nested award in the Bachelor of Business (Accounting)).

Students may apply to graduate with a nested award in their course when they have successfully completed the necessary requirements and are eligible to graduate.

A student who graduates with a nested award has the following choices.

- The student may maintain continuity of enrolment at KOI, either be enrolling in further subjects or taking an approved break in studies, as described in the Admissions and Enrolment Policy.
- The student may take out the nested award as an exit award and leave KOI. If the student is an international student, KOI will cancel the student's COE. In any case, if the student later wishes to continue their studies at KOI beyond the nested award, they must re-apply to KOI for admission.

An international student enrolled in a package of two or more courses on separate COEs is eligible to graduate at the successful completion of each course in the package.

A student who wishes to apply for a nested award different to the award for which they are enrolled must apply to do so within twelve months of the date of completing the requirements for that award. The completion date of a nested or exit award is the date on which it is approved.

## **7. Awards for outstanding academic performance**

Awards for outstanding academic performance will be determined at the end of each trimester based on the performance of the students throughout their course. Performance is measured by the grade point average of all subjects completed (high distinction = 5, distinction = 4, credit = 3, pass = 2, fail = 0).

There will be one undergraduate award and one postgraduate award in each major field of study offered by KOI. The awards will be made to the graduates with the highest grade point average in the

- Bachelor of Business including the named degrees in Accounting and Management and Finance,
- Bachelor of Information Technology
- Master of Accounting and Master of Professional Accounting
- Master of Information Technology,

provided that the overall performance is deemed outstanding when compared to the performance of award winners from recent trimesters. An additional undergraduate award and an additional postgraduate award may be made if there are candidates of outstanding merit.

To be considered for an undergraduate or a postgraduate) award, candidates must have completed at KOI more than half of the subjects required for their award.

Candidates taking out an exit award will not be considered.

For candidates who have changed courses during their studies at KOI, all undergraduate (respectively postgraduate) subjects attempted will be considered in assessing their performance for an undergraduate (respectively postgraduate) award.



A pool of candidates for consideration, including completing students with the highest grade point average in each course offered by KOI, will be prepared by the Registrar. The Registrar will provide the list of candidates and the academic record of each of the candidates to the members of the awards committee.

The awards committee comprising the Chair of the Academic Board, CEO and President and Vice-President (Academic) will make the final decision on the awards for outstanding academic performance.

The awards will be presented at the next graduation ceremony.

## 8. Certificates of academic excellence

Graduands from KOI awards who achieve a grade point average of more than 4.0 in the subjects completed at KOI for their degree will be awarded Certificates of Academic Excellence.

## 9. Delegations

Awards are conferred by the authority of the AIBM Council on the recommendation of the Academic Board. The Registrar prepares a certified list of graduands for consideration by the Academic Board and Council.

Results in subjects are approved by the Board of Examiners which meets at the conclusion of each exam period. After the meeting of the Board of Examiners, late results and changes of grade may be approved by the CEO and President and subsequently ratified by the Academic Board.

Completion of requirements for KOI degrees, diplomas and certificates is based on subject results approved by the KOI Board of Examiners. Academic transcripts and letters of completion based on the approved results are authorised by the CEO and President. This includes approved nested awards requested by students.

In exceptional circumstances where course changes result in a student not being able to complete one or more named subjects in a course, the Academic Board, on the recommendation of the Vice-President (Academic), may approve the substitution of one or more subjects in the course provided that:

- academic integrity, course learning outcomes and professional accreditation of the course are not compromised;
- a clear academic rationale for each substitution has been provided.

Academic records are prepared by the Student Support Manager based on the information held in the Student Information System. Before issuing any academic record, the record is checked and verified by the Senior Student Support Manager.

The Graduate Register is maintained by the Registrar. The Graduate Register is updated by the Registrar in accordance with results approved by Council.

### Document Control

Policy title	Graduation and Academic Records Policy
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Policy approver	Council on the recommendation of the Academic Board
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Date of next review	1 July 2025
Changes in this version	Section 1. Adding HESF 2021 and AQF 2013 Section 5. the date of issue is added to the information on academic transcript.

\*\*\*\*\* END OF POLICY \*\*\*\*\*