

# Graduation and Certification Documentation Policy

## Scope

This policy is applicable to Kaplan Business School Pty Ltd, (KBS) and applies to qualifications recognised by the [Australian Qualifications Framework](#).

## Purpose

The purpose of this policy is to provide information on the:

- process of graduation
- issuing of certification documentation.

## Definitions

Term	Meanings consistent with Australian Qualifications Framework (AQF)
Certification Documentation	Certification documentation is the set of official documents that confirms that a qualification has been completed and awarded to an individual. These include; transcripts of academic record/ results, testamurs, AHEGS and completion letters.'
Completion Date	The last day of study, also known as "Course End Date".
Completion Letter	An official document stating the course undertaken by a student, which provides information such as the date of commencement, date of completion and, if applicable, the date the award was conferred. This is only issued to students who have completed their course of study, upon request.
Conferral Date	The date the relevant Academic Board approves the granting of an award to students after completion of their course requirements.
Qualification	Is an award conferred onto a student following the successful completion of all course requirements, For the purposes of this policy, qualification refers to higher education awards specifically; diplomas, associate degrees, bachelor degrees, graduate certificates, graduate diplomas or master degrees.
Transcript of Academic Record/ Results	A record of all learning undertaken by a student during their study leading towards an AQF qualification.
Testamur	An official certification document that confirms that a qualification has been awarded to an individual.

## Certification Documentation

Students will have access to an interim transcript of academic record/ results at the end of each study period stating their grades for each unit of study for which they are enrolled, provided all relevant fees are paid. A testamur and final transcript of academic record/ results will be issued at the end of the course to all students who have successfully completed the requirements for the award in which they are enrolled.

The testamur and final transcript of academic record/ results are provided free of charge, any additional requests for transcript of academic record/ results reprints must be made in writing and a fee will be applied.

## Certification Documentation Standards and Principles

The *Australian Qualification Framework* is the national policy that regulates qualifications in Australian education and training. All KBS certification documents must comply with regulatory requirements and associated standards, including but not limited to the *AQF Qualifications Issuance Policy* (external pdf). KBS is responsible for ensuring that appropriate mechanisms are in place in relation to certification documentation as outlined below:

### Production

- Certification documentation will be printed on official stationery, appropriate to the document type.
- Official stationery including copies of the actual paper used in the production of Certification documentation, will be securely maintained to prevent unauthorised production and/or fraudulent issue.

### Issuance

- KBS will maintain a Register of all testamurs and final transcripts of academic record/ results issued to students with appropriate information allowing issued Certification documentation to be traceable and verifiable.
- Testamurs will not be reissued but may be replaced through an internal verification process. Where a Testamur is replaced, the updated information must be appropriately recorded in the Register.

### Authentication and Verification

- Privacy and confidentiality requirements must be maintained in verifying the authenticity of qualifications to external parties.

## Graduation

Students who successfully complete all the requirements of their enrolled course will have the relevant award conferred by the Academic Board. Conferral of awards to graduands will take place at the next published Academic Board date after results are released. Students will be provided with Certification Documentation including a final transcript of academic record/ results within 2 weeks of this conferral taking place.

KBS generally holds one Graduation Ceremony per year for each business. When a ceremony is held all completing students will have the opportunity to attend a Graduation Ceremony held closest to their Completion Date. Students will be informed of this date and invited to attend a graduation in their state of completion. Students who are unable to or do not wish to attend the graduation ceremony, may contact KBS to collect their testamur in person or they can advise KBS of a mailing address. When using postal services, the testamur will be sent by Registered Post. Information on Graduation ceremonies can be found at [graduation@kbs.edu.au](mailto:graduation@kbs.edu.au).

## Academic Dress

At graduation, KBS graduands will be dressed as follows:

- **Undergraduate students** - black gown with yellow gold stole.
- **Postgraduate students** - black gown with Royal blue stole.

### Version Control and accountable officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

<b>Policy Category</b>	Academic			
<b>Responsible Officer</b>	Vice President, Academic			
<b>Implementation Officer</b>	Registrar or equivalent			
<b>Review Date</b>	March 2020			
<b>Approved by</b>				
Vice President Academic on behalf of KBS Academic Board				
<b>Version</b>	<b>Authored by</b>	<b>Brief Description of the changes</b>	<b>Date Approved:</b>	<b>Effective Date:</b>
1.1	Quality & Standards Group	Statement introduced to state that Testamurs will not be reissued but may be replaced in certain situations. Format and wording changes to align across Kaplan businesses.	03.12.2015	17.12.2015
2	Academic Quality and Governance Team	Policy retitled to better reflect scope and Kaplan wide definitions of terms and Certification Documentation regulatory standards and principles introduced into policy. Hyperlinks introduced throughout policy to increase usability and access to authoritative information.	02.03.2016	17.03.2016
2.1	Academic Quality and Governance Team	Timing of issuance of Certification Documentation clarified to be within two weeks of conferral of awards by the Academic Board.	01.03.2017	16.03.2017
2.2	Quality, Regulations and Standards Team	Updated definition for "Completion Date" in the "Definitions" table to reflect the actual completion date KBS refers to. Updated web-links for all AQF website references.	30.10.2019	30.10.2019