

# CONFERRAL OF AWARDS POLICY

## 1. Purpose

- 1.1 The Ikon Institute of Australia (Ikon) is committed to providing eligible students with certification documentation in accordance with the Australian Qualifications (Framework) and protecting the integrity of awards conferred.
- 1.2 This policy establishes the principles and processes for the issuance, protection, replacement and revocation of certification documentation at Ikon.

## 2. Scope

- 2.1 This policy applies to all Ikon students and staff.
- 2.2 This policy applies to the issuance of all testamurs, transcripts and Australian Higher Education Graduation Statements (AHEGS).

## 3. Related Documents

This policy should be read in conjunction with the following documents:

- Records Management Policy
- Privacy Policy
- Delegations of Authority Policy
- Governance Guidelines
- Student Code of Conduct
- Fees and Refund Policy

This policy and related documents can be accessed in the [Policy and Procedures](#) section on the Ikon website, and the student and/or staff policy libraries.

## 4. Definitions

<b>Australian Higher Education Graduation Statement (AHEGS)</b>	See <a href="#">Glossary of Terms</a> .
<b>Australian Qualifications Framework (AQF)</b>	See <a href="#">Glossary of Terms</a> .
<b>Award</b>	The qualification conferred upon a student following the successful completion of all the requirements for a course of study.
<b>Certification documentation</b>	The set of official documents that confirms that a qualification has been completed and awarded to an individual.

<b>Conferral</b>	The official act of granting an award to a student after completion of their course requirements
<b>Fraud</b>	A dishonest act in which an individual or individuals obtain material benefit by deceptive means.
<b>Graduand</b>	A student who has met all the eligibility criteria to graduate and has been approved by the Academic Board as a candidate for award, but has not had the award conferred upon them.
<b>Graduate</b>	A graduand who has an award conferred upon them.
<b>Letter of Completion</b>	An official letter for graduands verifying that they have completed the requirement of the course they are enrolled in.
<b>Qualification</b>	The result of an accredited complete course of study that leads to formal certification that a student has achieved learning outcomes as described in the AQF.
<b>Testamur</b>	See <a href="#">Glossary of Terms</a> .
<b>Transcript</b>	See <a href="#">Glossary of Terms</a> .

## POLICY

### 5. Principles

- 5.1 Ikon complies with the Higher Education Standards Framework (Threshold Standards) 2021 and the requirements of the Australian Qualifications Framework (AQF).
- 5.2 All students who successfully complete one or more subjects within a course at Ikon, and have no outstanding fees to Ikon, are entitled to receive a transcript free of charge.
- 5.3 Transcripts shall clearly present:
  - the full name of the relevant Ikon course of study
  - the AQF level of the award
  - a record of the full name of all subjects in which the student was enrolled
  - a record of the year in which the student was enrolled in each subject
  - the credit point weighting for the subject
  - a record of all marks and grades achieved in each subject
  - a record of any withdrawals from a subject after the census date
  - a record of any advanced standing from previous formal, informal or non-formal learning that was credited towards the course
  - course commencement date
  - trimesters that subjects were studied
  - an explanation of the grading system used

- 5.4 To be eligible to graduate with an award from Ikon, students must meet the following eligibility criteria to graduate:
- have fulfilled the course requirements for the course of study they are enrolled in, unless student seeks to graduate with a lower award through an approved exit pathway,
  - have no outstanding tuition or non-tuition fees to Ikon,
  - have provided Ikon with their unique student identifier (USI), and
  - not be under investigation for misconduct.
- 5.5 All graduates from a course at Ikon are entitled to receive a testamur and AHEGS.
- 5.6 All testamurs shall clearly state:
- Ikon's logo and full name
  - the graduate's full name
  - the full title of the qualification being 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
  - any awards of distinction
  - the date of issue
  - the name, position and signature of individuals who have been authorised by the Board of Directors to issue the testamur
  - the AQF logo or the words "this qualification is recognised within the Australian Qualifications Framework"
  - a testamur identification (unique issuance number)
- 5.7 All AHEGS shall include content prescribed by the [Guidelines for the presentation of Australian Higher Education Graduation Statements](#). The AHEGS does not replace the testamur nor transcripts that may continue to be made available at various stages during a student's course.
- 5.8 All of those who receive a testamur or AHEGS from Ikon are entitled to receive replacements upon payment of a nominal administrative fee in the event that the original is lost, stolen, damaged, or destroyed, or if the student's name has changed since the original issuance. See Fees and Refund Policy.
- 5.9 Ikon shall uphold the quality and integrity of all certification documentation issued or replaced by Ikon by:
- ensuring that all qualification certification documentation is issued unambiguously,
  - replaceable by the higher education provider through an authorised and verifiable process
  - ensuring that all information included in documentation is clear and readily distinguishable from other certification documents issued by the higher education provider
  - building safeguards into certification documentation to prevent unauthorised reproduction and fraudulent issuance
  - ensuring that all certification documentation is traceable and authenticable and establishing procedures to handle instances of falsification of documentation, and

- implementing a rigorous certification document replacement process that enables Ikon to verify the reasons for replacement and oversee version control.

## 6. Roles and Responsibilities

- 6.1 Ikon's Board of Directors is responsible for conferring awards on the recommendation of the Academic Board.
- 6.2 The Academic Board is responsible for approving the list of candidates for award as having satisfied the academic requirements of the award in which they are enrolled, and recommending the conferral of graduands to the Board of Directors.
- 6.3 The Dean is responsible for confirming that the list of students eligible to graduate has been academically reviewed and for recommending a list of candidates for award to the Academic Board.
- 6.4 Student Administration is responsible for:
  - identifying students who have met all the eligibility criteria to graduate and providing a list of these students to the Dean,
  - issuing transcripts, testamurs and AHEGS to eligible students post approval, as required, and
  - organising graduation ceremonies for graduates.
- 6.5 The CEO and the Chair of the Academic Board are authorised to sign testamurs on behalf of the Board of Directors, including the affixing of their digital signatures.
- 6.6 The Dean or delegated authority is authorised to sign all transcripts and the AHEGS on behalf of the Academic Board, including the affixing of their digital signature.

## PROCEDURE

### 7. Issuing of Transcripts and Letter of Completion

- 7.1 At the end of each study period, the Grades Review Committee shall ratify student grades and provide a list of the results to Student Administration.
- 7.2 Student Administration shall:
  - ensure that the results are updated in the student management system and released to students, and
  - identify, check and confirm students who have met the eligibility criteria to graduate and submit a list of these students with supporting documentation, and provide this to the Dean.
- 7.3 Students who successfully complete one or more subjects within an Ikon course can submit a request for an interim transcript. Requests shall be processed by Student Administration who will check the student's eligibility and issue the transcript.
- 7.4 Once the Dean reviews the list of students who are eligible to graduate and is satisfied that the academic requirements have been fulfilled, the Dean shall add the students to a list of candidates for award, and provide this to the Academic Board.
- 7.5 Once the Academic Board is satisfied that the academic requirements have been fulfilled and approves the list of candidates for award, the Chair shall recommend the conferral of the awards to the Board of Directors for approval.

- 7.6 Student Administration shall mark the graduands in the approved list of candidates for award as "Completed" in the student management system, issue a final transcript and a Letter of Completion to all graduands stating that they have met the academic requirements and are eligible to graduate.

## **8. Issuing of Testamurs and AHEGS**

- 8.1 Upon the recommendation of Academic Board, the Board of Directors shall then confer the awards and approve the issuance of the authorised certification documentation.
- 8.2 Upon the formal approval from the Board of Directors, Student Administration shall arrange for the preparation of the testamur and AHEGS and affix digital signatures.
- 8.3 Student Administration organises the issuance of the testamur and AHEGS which can be collected in person or posted to the student's postal address using registered mail. A student must provide written authorisation if someone other than the student is to collect the testamur or the AHEGS. The authorisation letter shall be kept in the student file.
- 8.4 Student Administration shall ensure that the unique issuance number of each document is recorded in a register and in the individual student record.
- 8.5 A graduation ceremony is organised and graduates will receive an invitation to attend the graduation ceremony.

## **9. Reissuing of Testamur and AHEGS**

- 9.1 Ikon graduates that require replacement certification documentation, are required to submit the Document Request Form that includes:
- the original documentation, if possible
  - the student's name, award title, and year of issuance of the original documentation
  - the unique issuance number of the original documentation, if possible
  - an explanation of why the replacement is necessary
  - proof of identity (e.g. original passport, driver's license, birth certificate, proof of age card)
  - in the absence of the original documentation, a statutory declaration stating that the documentation was lost, stolen, or destroyed
  - in the event that a name change is required, documentation clearly stating what name should be on the replacement.
- 9.2 Upon request, and the payment of the fee, Student Administration shall organise for the testamur or AHEGS to be printed and shall have the unique issuance number recorded in a register.
- 9.3 Student Administration shall forward the testamur to the CEO and the Chair of the Academic Board for signature. Either signatory may also approve the affixing of their digital signature.
- 9.4 The graduate must provide written authorisation if someone other than the student is to collect the testamur from Ikon's office. The authorisation letter shall be kept in the student's file.
- 9.5 Student Administration shall arrange for the graduate to be advised that the testamur is ready for collection or for it to be posted to the student's postal address if requested.
- 9.6 A fee may apply for reissuing a replacement testamur and the amount shall be published on the Fees webpage on the Ikon website.

- 9.7 Ikon is committed to assessing and responding to all requests for replacement documentation within 14 days of receipt of the application.

## 10. Posthumous Awards

- 10.1 An award may be conferred posthumously, where approved by the Academic Board, and the deceased student was otherwise eligible for the award.
- 10.2 An award may be conferred posthumously either to a member of the student,s family or in absentia.

## 11. Revocation

- 11.1 Ikon reserves the right to revoke any certification documentation issued where:
- an administrative error has occurred resulting in the issuance of certification documentation for which the student was not eligible
  - a penalty of revocation has been applied to the student under the [Student Code of Conduct](#).
- 11.2 Where revocation is necessary, Ikon issues a revocation notice requiring all certification documentation to be surrendered by the student in person or by registered mail within 5 working days of receipt of the notice.

## 12. Anti-Fraud Measures

- 12.1 All certification documentation shall:
- be printed on Ikon-approved stationery
  - have a unique issuance number
  - contains security features prevent replication and to enable the originality of the document to be authenticated .
- 12.2 Where a student requests a replacement of any certification document and provides a copy with their request, Ikon shall destroy it before issuing a replacement.
- 12.3 Falsification of Ikon’s testamur, transcripts, AHEGS, any other Ikon document recording details of a students’ academic information and qualification attainment damages the reputation the Institute, our students, and graduates at national and international levels. Persons who falsify any certification documentation will be dealt with under Ikon’s Student Code of Conduct and/or may be prosecuted under the applicable Australian Commonwealth, State or Territory law.

## 13. Record Keeping and Confidentiality

- 13.1 Records that enable testamurs and transcripts to be generated shall be maintained in accordance with Ikon’s Record Management Policy.

## 14. Publication

- 14.1 This policy and related documents can be accessed in the [Policy and Procedures](#) section on the Ikon website, and the student and/or staff policy libraries

## Policy Information & History

Policy Category	Academic, Quality
Policy ID	QU014A
Approved by	Board of Directors
Date of Approval	29 October 2024
Endorsed by	Academic Board
Date of Endorsement	25 September 2024
Previous Versions	24 July 2022
Next Review Date	September 2027
Government Legislation	<a href="#">Tertiary Education Quality and Standards Agency Act 2011</a> <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a> <a href="#">Higher Education Support Act 2003</a> <a href="#">National Code 2018</a>
Responsible Officer	General Manager, Operations
Sources	The following documents were considered in developing this policy framework: <a href="#">Australian Qualifications Framework Council, <i>AQF Qualifications Issuance Policy</i> January 2013.</a> <a href="#">Australian Qualifications Framework Council, <i>AQF Qualifications Register Policy</i>, January 2013</a>
Benchmarking:	External referencing activities were conducted against comparable providers and best practice using publicly available information from Alphacrucis College, Australian College of Applied Professions, Charles Sturt University, Macquarie University, Torrens University, University of Technology Sydney, University of Wollongong.