

---

# National Academy of Professional Studies (NAPS)

## Graduation Policy and Procedure

---

<b>Related Documents</b>	M004 Record Management Policy Australian Qualifications Framework Testamur Template A004 Assessment Policy A005 Examinations Policy SS002 Posthumous Awards Policy SS009 Student Prizes and Awards Policy SS013 Student Progression and Exclusion Policy SS014 Student Progression and Exclusion Procedure SS016 Recognition of Prior Learning Policy SS021L Graduation Checklist for Students SS022F Intention to Graduate Form SS022TF Testamur Replacement Form
<b>HE Standards Framework 2021</b>	1.5 Qualifications and Certification 1. Student Participation and Attainment 5. Institutional Quality Assurance 6. Governance and Accountability 7. Representations, Information and Information Management

## Contents

---

1. Policy Rationale .....	3
2. Overview and Application .....	3
3. Definitions .....	5
4. Procedure .....	5
4.1 Eligibility to Graduate.....	5
4.2 Provision of Documentation.....	5
4.3 Conferring of Awards .....	6
4.4 Format and Required Information on the Documentation.....	6
4.5. Revoking an Award .....	7
4.6 Retention of Records .....	7
5. Graduation Procedure .....	7
5. 1 Applying to Graduate: .....	7
5.2 Administrative Review of Eligibility to Graduate:.....	8
5.3 Issuance of Replacement .....	8
6. Graduation Awards.....	8
Cumulative Grade Point Average .....	8
7. Printing of Higher Education Testamurs .....	9
8. Revocation of Award.....	9
9. Policy Review.....	9
10. Further Assistance .....	10

## 1. Policy Rationale

---

This policy sets forth the rules for the conferring and issuing of Australian Qualifications Framework (AQF) awards once a student has completed a course of study with NAPS. It provides the policy and broad procedural guidance governing graduation from NAPS courses and the conferring of NAPS awards to help ensure that the NAPS graduation system integrates with the NAPS strategic plan, reflects NAPS' professionalism and enables NAPS to implement best practice procedures.

## 2. Overview and Application

---

NAPS is committed to ensuring the accuracy and authenticity of all NAPS issued documents that record details of students' academic information. This is important for quality assurance and academic integrity in regard to NAPS compliance with the Australian Qualifications Framework (AQF) awards. These policy guidelines and related procedures are also in the best interests of students, graduates, and the general public.

This Policy and Procedure applies to all students at NAPS and relevant staff. Other NAPS stakeholders who will be involved in administering this policy are:

- NAPS Graduation Committee planning the graduation,
- Course Convenors,
- Deans of the relevant faculties,
- NAPS Board of Directors and Council,
- NAPS Registrar and the Registrar's Office,
- Student Services Manager and Office, and
- NAPS Finance Office.

This Policy and Procedure seeks also to comply with the Australian Qualifications Framework and the (Qualifications and Certification):

“The Standards in this Section provide detailed specifications for the issuance of qualifications, the way they are certified and secured and the records of attainment that are available to students. The issuance of qualifications links to the corporate responsibility of the provider to issue qualifications legitimately (6.2.1h). TEQSA has a particular interest in the onus the Standards in this Section place on the provider to ensure that any qualification awarded within the Australian Qualification Framework (AQF) is positioned at a level commensurate with the level of the AQF it purports to meet.” Higher Education Standards Framework 2015 Standard 1.5

1. Qualifications, other than higher doctoral or honorary qualifications, are awarded only if a course of study leads to the award of that qualification and all of the requirements of the course of study have been fulfilled.

4. Awardees of qualifications are issued with authorised certification documentation including a testamur, and either a record of results or an Australian Higher Education Graduation Statement (graduation statement) that state correctly:

- a. the name of the registered higher education provider issuing the documentation
- b. the full name of the person to whom the documentation applies
- c. the date of issue

- d. the name and office of the person authorised by the higher education provider to issue the documentation, and
  - e. if the qualification is recognised in the Australian Qualifications Framework, the testamur and/or the graduation statement is certified with either the logo of the Australian Qualifications Framework or the words, 'This qualification is recognised within the Australian Qualifications Framework'.
5. All certification documentation issued by the higher education provider is:
- a. unambiguously issued by the registered higher education provider
  - b. readily distinguishable from other certification documents issued by the higher education provider
  - c. protected against fraudulent issue
  - d. traceable and authenticable
  - e. designed to prevent unauthorised reproduction, and
  - f. replaceable by the higher education provider through an authorised and verifiable process.
6. Testamurs state correctly, in addition to the requirements for all certification documentation:
- a. the full title of the qualification awarded, including the field or discipline of study
  - b. any subsidiary component of the qualification (such as integrated honours, an area of specialisation or a major study), and
  - c. 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.
7. Records of results state correctly, in addition to the requirements for all certification documentation: GOV-HE-05 Conferring and Issuing Awards Policy 2017.
- a. the full name of all courses and units of study undertaken and when they were undertaken and completed
  - b. credit granted through recognition of prior learning
  - c. the weighting of units within courses of study
  - d. the grades and/or marks awarded for each unit of study undertaken and, if applicable, for the course overall
  - e. where grades are issued, an explanation of the grading system used
  - f. where a course of study includes a significant particular focus of study such as honours, an area of specialisation or a major study, a definition of that component of significant focus, and
  - g. any parts of a course or units of study or assessment that were conducted in a language other than English, except for the use of another language to develop proficiency in that language.

### 3. Definitions

---

#### **Conferring of an award**

The formal process of issuing a qualification to a student.

#### **Alumni**

The graduates or former students of the College.

#### **Graduand**

A student who has completed their award and been deemed eligible to graduate.

#### **Graduate**

A graduand who has had their award conferred on them by the Academy.

#### **Graduate attributes**

Generic learning outcomes that refer to transferable, non-discipline specific skills that a graduate may achieve through learning that have application in study, work and life contexts.

#### **Graduation 'in absentia'**

When a degree is conferred on a student without their physical or personal presence at the formal graduation ceremony.

#### **Testamur**

An official certification document that confirms a qualification has been awarded to an individual.

### 4. Procedure

---

#### 4.1 Eligibility to Graduate.

4.1.1 Students who are enrolled at NAPS are eligible to graduate from their course if they have not previously graduated from the award and when:

- a. they have completed all course requirements;
- b. they are not subject to a suspension or exclusion from the course; and
- c. they have paid all fees, including tuition, library fines and other administrative charges that may be due.

4.1.2 Students who have outstanding fees, or under disciplinary action or penalty are not eligible to graduate until their debts are cleared or the disciplinary action is resolved or penalty served.

#### 4.2 Provision of Documentation

4.2.1 Students will have access to an interim academic transcript 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.

4.2.2 A testamur, final academic transcript and completion letter 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 once the award is conferred. A testamur, final academic transcript and completion letter are provided free of charge. A fee will apply for any additional requests for a testamur and final academic transcript.

4.2.3 NAPS registrar will maintain a Register of all testamurs issued to students with appropriate information allowing issued Certification documentation to be traceable and verifiable.

### 4.3 Conferring of Awards

4.3.1 All results will be reviewed by the Registrar and the Dean to ensure the student has met all course requirements.

Upon review, the Registrar and Dean will confirm the graduands list can be referred to the Academic Board.

The Academic Board will confirm and recommend the graduands list for approval to the Board of Directors.

NAPS' Council will provide final approval of the graduands before a testamur or final academic transcript can be issued.

### 4.4 Format and Required Information on the Documentation

4.4.1 All NAPS certification documents will comply with higher education regulatory requirements and associated standards, including but not limited to the AQF Qualifications Issuance Policy and the Higher Education Standards Framework 2015 Standard 1.5 (Qualifications and Certification).

4.4.2 Certification documentation will be printed on official stationery, appropriate to the document type. The testamur will have a foiled silver Institution logo as a measure to prevent the forging of the document.

4.4.3 Awardees of qualifications are issued with authorised certification documentation including a testamur, and either a record of results or an Australian Higher Education Graduation Statement (graduation statement) that state correctly:

- a. the name of the registered higher education provider issuing the documentation
- b. the full name of the person to whom the documentation applies
- c. the date of issue
- d. the name and office of the person authorised by the higher education provider to issue the documentation, and
- e. if the qualification is recognised in the Australian Qualifications Framework, the testamur and/or the graduation statement is certified with either the logo of the Australian Qualifications Framework or the words, 'This qualification is recognised within the Australian Qualifications Framework'.

All certification documentation issued by the higher education provider is:

- a. unambiguously issued by the registered higher education provider,
- b. readily distinguishable from other certification documents issued by the higher education provider,
- c. protected against fraudulent issue,
- d. traceable and authenticable,
- e. designed to prevent unauthorised reproduction, and
- f. replaceable by the higher education provider through an authorised and verifiable process.

Testamurs state correctly, in addition to the requirements for all certification documentation:

- a. the full title of the qualification awarded, including the field or discipline of study
- b. any subsidiary component of the qualification (such as integrated honours, an area of specialisation or a major study), and
- c. 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.

4.4.6. Records of results state correctly, in addition to the requirements for all certification documentation:

- a. the full name of all courses and units of study undertaken and when they were undertaken and completed,
- b. credit granted through recognition of prior learning,
- c. the weighting of units within courses of study,
- d. the grades and/or marks awarded for each unit of study undertaken and, if applicable, for the course overall,
- e. where grades are issued, an explanation of the grading system used,
- f. where a course of study includes a significant particular focus of study such as honours, an area of specialisation or a major study, a definition of that component of significant focus, and
- g. any parts of a course or units of study or assessment that were conducted in a language other than English, except for the use of another language to develop proficiency in that language.

#### 4.5. Revoking an Award

NAPS reserves the right to revoke any award conferred if:

- a. an administrative error has resulted in the conferral of an award for which the student was not eligible.
- b. a penalty of revoking an award has been applied to a student under the Academic Misconduct Policy.
- c. for any other legitimate reason as required by law or NAPS academic policies.

#### 4.6 Retention of Records

NAPS will retain sufficient student records in accordance with NAPS Records Management Policy and associated Procedures related to management and security of records, including digital records.

## 5. Graduation Procedure

---

### 5.1 Applying to Graduate:

Before Graduation:

- a. Students must complete NAPS SS022F Intention to Graduate Form one trimester before the one in which they intend to graduate. The form is available from Student Services and on the NAPS website. They also need to collect/download the NAPS SS021L Graduation Checklist for Students to ensure all the essential requirements have been met.
- b. Check that all charges and fees due to NAPS have been paid.

- c. Students eligible to graduate, but unable to attend the graduation ceremony, need to choose from these options:
  - i. request a deferral and attend a later ceremony,
  - ii. collect their testamur from the Student Services Office from 9 am on the day following the graduation ceremony, or
  - iii. ask the Student Services Office to post the testamur to them.
- d. Students will be given the opportunity to sign up for the NAPS Alumni Association to help them build their networks.

## 5.2 Administrative Review of Eligibility to Graduate:

The Registrar's office will check a student has not already graduated from the award. If not, then they will check they are eligible to do so by:

- a. Receiving confirmation from the Dean or Dean's nominee that all course requirements have been fulfilled. This will include a review of RPL credit granted;
- b. Receiving confirmation from NAPS Finance Manager that all fees and charges (eg fines) have been paid; and
- c. Receiving confirmation from the Student Services Manager that the student is not currently under suspension or exclusion.

## 5.3 Issuance of Replacement

In the event that a student who has graduated has their testamur lost or stolen, a replacement testamur may be printed by NAPS Registry. The NAPS Registrar will keep a log detailing any and all testamurs that have been reissued and the circumstances involved.

To apply, students need to complete NAPS SS022TF Testamur Replacement Form. The replacement testamur will have printed on it: "REPLACEMENT." The cost to replace a testamur is A\$100.

A graduate who still has the original testamur but wishes to replace it because it has been damaged, must return the original and pay the required fee to have a new testamur issued. The Registrar will destroy the original testamur.

## 6. Graduation Awards

---

NAPS will annually grant awards to graduands for special achievement in key discipline areas and for outstanding academic excellence. Details of the awards and their eligibility criteria can be found on NAPS' website.

### Cumulative Grade Point Average

NAPS uses a cumulative Grade Point Average (GPA) to identify which students deserve recognition for outstanding academic merit, including selecting the winners of the graduation day academic merit awards.

The GPA is determined according to the following system during a student's entire enrolment period:

- 4 points allocated to a higher distinction grade: "H"



- 3 points for a Distinction: “D”
- 2 points for a Credit: “C”
- 1 point for a Pass: “P”
- E is the total number of credit points (excluding units for which there is an exemption)

$$\text{GPA} = (4\text{H}+3\text{D}+2\text{C}+1\text{P}) / \text{E}$$

Where:

- H is the number of credit points gained at HD grade;
- D is the number of credit points gained at D grade;
- C is the number of credit points gained at C grade;
- P is the number of credit points gained at P grade; and
- E is the total number of credit points for which a student is effectively enrolled (excluding units with exemptions).

## 7. Printing of Higher Education Testamurs

---

NAPS has incorporated several measures into the printing of our Higher Education testamurs to make verification of their originality more secure and therefore prevent fraud.

These are:

- a. Testamurs contain a ‘fine print’ line which reads ‘National Academy of Professional Studies’. This print is only visible under a magnifying glass and does not appear on a copy made of the Testamur;
- b. NAPS’ logo on the back of each testamur is printed using thermo-chromatic ink. Rubbing the logo will cause it to temporarily disappear or fade; and
- c. NAPS’ Higher Education Testamurs are uniquely numbered with a control number which can be confirmed with the National Academy of Professional Studies, Registrar’s Office.

## 8. Revocation of Award

---

NAPS reserves the right to revoke any academic award granted where a student has been found, through appropriate disciplinary or other action, to have obtained their degree under false pretences or fraudulent behaviours including cheating and plagiarism.

## 9. Policy Review

---

NAPS is committed to good Governance so will be reviewing this policy at least every three years to ensure it is still relevant and promoting best practice in this area. There may also be changes to this policy and related procedures at other times to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this policy may forward their suggestions to their supervisor or to the NAPS Registrar.

## 10. Further Assistance

---

Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further advice be required staff should contact the NAPS' Registrar.

A small version of the NAPS logo, consisting of the acronym 'NAPS' in blue.