
National Academy of Professional Studies (NAPS)

Conferring Awards Policy and Procedure

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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.

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.

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.

2. 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’.

3. 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.

4. 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.

5. 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

See generally NAPS Glossary of Terms and Definitions.

4. Procedure

4.1 Eligibility to Graduate.

4.1.1 A student is eligible to graduate and receive a qualification testamur if they:

- a. meet all course requirements
- b. have no outstanding fees
- c. there are no current suspension, exclusion or expulsion penalties on the student's record, and
- d. have not already graduated from that award.

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.

4.1.3 Students who are enrolled in a higher qualification, but have completed the requirements of a nested award within that qualification are not eligible for the award of the nested qualification unless they withdraw from the course in which they are enrolled. Following the withdrawal the student will be eligible to graduate with the highest nested qualification for which they have completed all course requirements. If a student who has completed a nested qualification and has been issued a testamur wishes to proceed with the highest nested qualification, the student must first return the testamur for the nested qualification before the highest nested qualification testamur can be issued.

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.

4.3.2 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.

4.3.3 NAPS' Board of Directors and 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:
- the name of the registered higher education provider issuing the documentation
 - the full name of the person to whom the documentation applies
 - the date of issue
 - the name and office of the person authorised by the higher education provider to issue the documentation, and
 - 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'.
- 4.4.4 All certification documentation issued by the higher education provider is:
- unambiguously issued by the registered higher education provider,
 - readily distinguishable from other certification documents issued by the higher education provider,
 - protected against fraudulent issue,
 - traceable and authenticable,
 - designed to prevent unauthorised reproduction, and
 - replaceable by the higher education provider through an authorised and verifiable process.
- 4.4.5 Testamurs state correctly, in addition to the requirements for all certification documentation:
- the full title of the qualification 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.

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. 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.

6. 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. [NAPS](#)

Document Details

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Related Documents	M004 Record Management Policy Australian Qualifications Framework
Applicability to Higher Education Standards Framework (Threshold Standards) 2015 (Cth)	1. Student Participation and Attainment 1.4 Learning Outcomes and Assessment 1.5 Qualifications and Certification

Document History

Version	Author	Changes	Approval Date
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