

Academic Awards and Graduations

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1.0 Purpose

This policy provides the principles for the University's approach to the establishment and conferral of awards.

2.0 Scope

This policy applies to higher education award programs that lead to a qualification as described in the Australian Qualifications Framework (AQF), and non-award programs. The policy applies to all students and graduates of the University.

The policy does not apply to the granting of the Honorary Degree. Approval of these awards are governed by the *Honorary Degree Policy*.

3.0 Policy Statement

The University is registered by Tertiary Education Quality and Standards Authority (TEQSA) to self-accredit programs that lead to the award of a qualification. Programs are approved according to the *Program and Course Policy*. The *Qualifications Procedure* ensures programs comply with the Australian Qualifications Framework (AQF) and other relevant legislation. Awards are established according to the *Academic Awards Procedure* and conferred according to the *Graduations Procedure*. The principles for the establishment and conferral of award and non-award programs are:

3.1 Establishment

- Nomenclature for award programs is consistent with the AQF. Award titles unambiguously identify the qualification type, the level of the award, and includes the field of study. The field of study may have a broad, narrow or specific title.
- Program titles and award titles must be the same.
- Official abbreviations are listed in the *Academic Awards Schedule*. Exceptions may include commonly used terms (eg. MBA for Master of Business Administration), or for aesthetic purposes.
- Non-award programs will use nomenclature that is unambiguous and does not include qualification titles normally associated with award programs or the AQF.

3.2 Conferral/Completion

- In conferring AQF qualifications the University adheres to the government's regulatory and quality arrangements for each qualification type. To be eligible to graduate, a student must have:
 - successfully completed all requirements for the relevant program of study as endorsed by the Dean (Learning and Teaching) or the Dean, Griffith Graduate Research School;
 - complied with all relevant policies, procedures and rules of the University applicable to students; and
 - met all legislative requirements for the conferral of an award.
- Completion of an award program is recognised via a Testamur and Academic Transcript. A testamur is provided for each degree that is conferred. In the case of double or vertical degrees, a testamur is provided for each degree.
- Nested qualifications are purposely designed qualifications that enable explicit articulation pathways from one or more AQF level and/or qualification types to meet the requirements of the final and more advanced qualification level and type. Students graduate with one qualification and one testamur.
- Arrangements for conferral of degrees offered in collaboration with another institution or group of institutions must be agreed between the institutions.
- Completion of non-award programs can be recognised via a digital badge or certificate, or hard copy certificate. Certification documentation will not include reference to the AQF or logo. Digital badges are not issued for the purposes of certifying knowledge.

3.3 Rescission/Revocation

- An academic award is rescinded in the following instances:
 - a graduate applies to have their award rescinded; or
 - an administrative error has resulted in the conferral of an award for which the student is not eligible.
- An academic award is revoked in the following instances:
 - a graduate did not possess the relevant qualifications to undertake the program for which the award was conferred;
 - a graduate did not complete the necessary requirements for the award; or
 - a graduate achieved conferral through plagiarism, fraudulent or dishonest means.

4.0 Roles, responsibilities and delegations

ROLE	RESPONSIBILITY
Dean (Learning and Teaching)	Authority to approve the granting of academic awards to undergraduate students and coursework postgraduate students who have satisfied the academic requirements for the award of a degree.
Dean, Griffith Graduate Research School	Authority to approve the granting of Higher Degree Research awards, Doctorates and Higher Doctorates by publication awards to candidates who have satisfied the requirements for the award of a degree.

Deputy Vice Chancellor (Education)	Authority to revoke or rescind an academic award
Registrar	Authority to revoke or rescind a digital badge
Programs Committee	Authority to approve program and award titles. Authority to approve award abbreviations

5.0 Definitions

AQF level demonstrates the relative complexity and/or depth of achievements and the autonomy required of graduates of AQF qualifications to demonstrate that achievement e.g. AQF level 1 has the lowest complexity and AQF Level 10 has the highest complexity.

AQF qualification is a completed University accredited program of learning that leads to formal certification that a graduate has achieved the learning outcomes as described in the AQF.

Australian Qualifications Framework 2013 (and updates) is the Australian Government policy for regulated qualifications. It defines the learning outcomes for each level of AQF and each qualification type.

Award program is an approved course of study that leads to a qualification located at levels 5, 6, 7, 8, 9 or 10 of the Australian Qualifications Framework and meets the corresponding specifications (including the levels criteria and qualification type descriptors).

Certification is the verification and authentication of a student's entitlement to an award.

Certification documentation is the set of official documentation (testamur and transcript) that accurately reflect the achievements of graduates, is authenticated and is secured against unauthorised modification through physical and/or electronic measures.

Conferral occurs when a student is admitted to an award of the University by an appropriate delegate¹ of Griffith University Council, certified through the provision of a testamur.

Digital badge refers to electronic representation of certification that is visual, available online and is embedded with metadata that provides context, meaning, process and result of an activity.

Field of study refers to the main focus of the qualification.

Graduate is a student who has satisfied the program completion requirements and whose award has been conferred.

Non-award program is an approved course of study that does not lead to an award of the University. The non-award program may comprise courses normally taken as part of an award program but is a non-AQF qualification. Non-award programs include micro-credentials, continuing education, executive education, professional development, tertiary preparation, enabling, and English Language Intensive Courses for Overseas Students (ELICOS) programs.

Program is an approved course of study. A student is admitted to a program.

¹ Council (4/2012) resolved to delegate authority to the Deans (Learning and Teaching) of the relevant academic group to approve the granting of academic awards to undergraduate students, and coursework postgraduate students who have satisfied the academic requirements for the award of a degree; and to the Dean, Griffith Graduate Research School to approve the granting of higher degree by research awards, and doctorates and higher doctorates by publication awards to candidates who have satisfied the requirements for the award of a degree.

Qualification type describes each category of AQF qualification e.g. Associate Degree, Graduate Certificate, Masters Degree (Coursework). Each qualification type is defined by a descriptor expressed as learning outcomes.

Rescission occurs when an appropriate delegate² of Griffith University Council resolves to annul the conferral of an award of the University.

Revocation occurs when an appropriate delegate³ of Griffith University Council resolves to recall the conferral of an award of the University.

Testamur – the official certification document conferred by the University that confirms a qualification has been awarded to an individual.

Transcript - A transcript is a record of all learning leading to an AQF qualification or an accredited course in which a student is enrolled and is issued by the University.

6.0 Information

Title	Academic Awards and Graduations Policy
Document number	2023/0000385
Purpose	This policy specifies the academic awards that may be conferred or granted by the University and prescribes the University's approach to naming its programs.
Audience	Staff
Category	Academic
Subcategory	Learning and Teaching
Approval date	29 August 2023
Effective date	Trimester 1 2024
Review date	2028
Policy advisor	Director, Student Credentials
Approving authority	Academic Committee

7.0 Related Policy Documents and Supporting Documents

Australian Government Legislation and Policy	<u>Australian Qualifications Framework 2013</u>
	<u>Higher Education Standards Framework (Threshold Standards) 2021</u>
	<u>National Code of Practice for Providers of Education and Training to Overseas Students 2018</u>

² Council (5/2018) resolved to delegate authority to rescind an academic award to the Deputy Vice Chancellor (Education).

³ Council (5/2018) resolved to delegate authority to revoke an academic award to the Deputy Vice Chancellor (Education).

Policy	<u>Program and Course Policy</u>
	<u>Higher Degree by Research Policy</u>
Procedure	<u>Academic Awards Procedure</u>
	<u>Academic Records Procedure</u>
	<u>Course Approval Procedure</u>
	<u>Graduations Procedure</u>
	<u>Micro-credential and Digital Badge Approval and Review Procedure</u>
	<u>Program and Course Review Procedure</u>
	<u>Program Approval Procedure</u>
	<u>Program Attributes and Requirements Procedure</u>
Schedule	<u>Qualifications Procedure</u>
	<u>Academic Awards Schedule</u>