

Institution	Universal Higher Education (UHE)
Policy Name	Conferral of Awards and Graduation Policy and Procedure

1. Scope

This Policy and Procedure applies to all students who qualify for graduation from the qualifications that Universal Higher Education (UHE) issues under the Australian Qualifications Framework (AQF), and the staff responsible for overseeing the conferral of awards and managing the graduation processes.

2. Purpose

- 2.1 UHE grants awards to students who have fulfilled the requirements of their programs. Those who meet the academic criteria for an award become eligible for graduation. This Policy outlines the conditions under which UHE may:
 - a. Confer an award; and
 - b. Recognise students with academic excellence at both Bachelor and Master levels.
- 2.2 The Policy outlines the principles and processes undertaken to ensure the upholding of the testamur integrity and award classification.

3. Regulatory Alignment

This Policy is built and implemented to comply with the regulatory requirements informed in the:

- Higher Education Standards Framework (HESF) 2021:
 - 1.4 Learning Outcomes and Assessment
 - 1.5 Qualifications and Certifications
 - 6.1 Corporate Governance
 - 6.3 Academic Governance
 - 7.2 Information for Prospective and Current Students
- Australian Qualifications Framework
- AQF Qualifications Issuance Policy

4. Policy principles

- 4.1 UHE is committed to maintaining the accuracy and authenticity of all documents that reflect students' academic records, in the interests of UHE, its students, and graduates. This

commitment is reinforced by legislation and through the UHE's governance processes, which support and uphold UHE's reputation.

- 4.2 The following types of higher education programs are offered by UHE and published on UHE's website:
- a. Bachelor's degree
 - b. Master's degree by coursework
 - c. Graduate Certificate
 - d. Graduate Diploma
- 4.3. A student qualifies to graduate from their enrolled award programs if:
- a. All program requirements have been fulfilled;
 - b. The student was properly admitted and enrolled in the course, providing all necessary enrolment details according to the UHE Admissions Policy and Academic Credit Policy;
 - c. The student holds no outstanding financial obligations to UHE;
 - d. There is no current suspension, exclusion, or expulsion penalty on the student records;
 - e. The student is not currently being investigated for academic misconduct; and
 - f. The student has not previously graduated with the same award.
- 4.4 Every student who fulfills the requirements for completion of an awarded program is eligible for formal conferral of the award by the Board of Directors.
- 4.5 When the Board of Directors confers an award, UHE will issue a testamur and an academic transcript that details the marks achieved in each subject required for the award. These documents will be issued at no cost, but any replacements will incur a fee as specified in the Fees and Refunds Policy.
- 4.6 The Registrar will schedule and coordinate all aspects of UHE graduation ceremonies in consultation with the Academic Board and Board of Directors.
- 4.7 Graduands will receive the testamur and academic transcript at the graduation ceremony or may choose to have their award conferred in absentia, without attending the official ceremony. UHE will arrange for the testamur to be posted or available for collection if the graduand cannot attend the graduation ceremony.
- 4.8 UHE ensures that the testamur and academic transcript can be authenticated to prevent fraudulent use, and include the information of:
- a. Issuing organisation (UHE, its logo, seal, CRICOS and TEQSA Provider Codes);
 - b. Graduate who is entitled to receive the award;
 - c. Awarded AQF qualification by its full title;
 - d. Date of conferral;
 - e. Award number (a unique number allocated by the Student Management System when an award is completed); and
 - f. The person(s) authorised to issue the award.

- 4.9 The testamur and academic transcript are printed by the Registrar or delegate on secure, anti-copy watermark paper. The paper used for printing must always be securely stored in a locked cupboard and an up-to-date inventory must be kept by the Registrar.
- 4.10 UHE will maintain a register of all AQF qualifications they issue to graduates, including:
- a. Graduate's full name;
 - b. Student ID;
 - c. Qualification title;
 - d. AQF level;
 - e. Date of conferral;
 - f. Graduation status (whether the qualification was conferred in person or in absentia);
 - g. Testamur number; and
 - h. Registrar's signature or authentication

5. Procedure

- 5.1 UHE has a structured award conferral process:
- a. The Registrar compiles and provides a list of eligible students, along with a report on their academic performance in each subject, to the Academic Board;
 - b. The Academic Board reviews the list, nominates students eligible for the award, and verifies that they meet the required criteria; and
 - c. Once the list is approved by the Academic Board, it is forwarded to the Board of Directors for final conferral.
- 5.2 The Eligible students will receive an email from the Registrar or delegate congratulating them on successfully completing their programs. International students will also be reminded that the release date of their final grades is when UHE notifies the Department of Home Affairs (DoHA) of their course completion.
- 5.3 The academic dress for UHE's awards includes a black gown, trencher, and tassel. Undergraduates wear a blue stole, while postgraduates wear a green stole.
- 5.5 All graduands have the opportunity to attend the scheduled graduation ceremony after their completion date. Students who are unable or choose not to attend the graduation ceremony can contact UHE to either arrange an in-person collection of their testamur or provide a mailing address, and the testamur will be sent via registered post.
- 5.6 The UHE Student Services and Engagement Department will send out an electronic graduation ceremony invitation when the graduation ceremony is scheduled. This invitation will include details such as the date, time, venue, and gown hire costs for the Graduation Ceremony.
- 5.7 The graduation ceremony invitation will also include a Graduation Ceremony Form, allowing graduands to confirm their attendance, pay for gown hire, update personal details for future correspondence, the number of guest tickets needed (within the permitted limit), and the graduate's gown size for fitting. It will also offer the option to select the preferred method for collecting the testamur if the graduand is unable to attend the ceremony.

- 5.8 Graduands must complete and return the Graduation Ceremony Form to UHE by the specified deadline. Failure to submit the form on time may result in the student being ineligible to receive their testamur and academic transcript.
- 5.9 UHE may award a coursework degree posthumously if the student at the time of death was enrolled in subject which, if successfully completed, would have completed the program requirements for the award. If a student was at an earlier stage of the program, UHE may award a certificate of achievement.
- 5.10 UHE may award a UHE Academic Excellence Medal to a graduate who has demonstrated outstanding academic performance. The medal, awarded by the Chief Academic Officer on behalf of the Board of Directors, signifies exceptional and consistent academic excellence throughout the entirety of the degree program.
- 5.11 The criteria for a graduand to be eligible for the UHE Academic Excellence Medal include:
- The graduand must have achieved a cumulative GPA of 6.00 or higher, with only grades from subjects completed at UHE being considered;
 - The graduand must have passing grades in all subjects within the program.
 - The graduand must have been enrolled in and have completed at least 50 percent of the subjects for the program at UHE.

Version History

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

Responsible Officer	Managing Director		
Implementation Officers	Chief Academic Officer, Registrar		
Review Date	30 September 2027		
Approved by			
Academic Board			
Associated Documents			
Admission Policy and Procedure Academic Credit Policy and Procedure Fees and Refunds Policy and Procedure			
Version	Brief Description of the changes	Date Approved	Effective Date
4.0	<ul style="list-style-type: none"> Restructured the content in line with the unified policy template Clarified the Scope and Purpose Consolidated the Conferral of Award and Graduation Policy and the Testamur Integrity Policy 	30 September 2024	30 September 2024

	<ul style="list-style-type: none">• Divided the sections for policy principles and procedure• Added the Version History Table		
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