

## 1. Purpose

This policy provides a framework for awarding higher education awards at the Institute and associated documentation of conferral of awards.

The intent of this policy is to ensure that conferral of awards is conducted in a fair, equitable and transparent manner and that documentation is compliant with AQF Policies and Higher Education Threshold Standards.

## 2. Scope

This policy applies to all members of the Institute's higher education community that are involved in conferral of higher education awards and their documentation.

## 3. Objectives

The Institute is committed to the following principles that underpin this policy.

- To ensure that graduands have completed all course requirements leading to a higher education award
- To ensure that all documentation is certified and produced in a controlled manner, compliant with all appropriate standards, including any replacement documentation.
- To ensure that conferral of awards are fair and equitable and made in a timely manner
- To ensure that any transitional arrangements resulting from discontinuance of subjects are transparent, fair and equitable

## 4. Implementation

### 4.1 Requirements for completion of course

#### 4.1.1 Bachelor of Music in Jazz Performance

To be conferred the award of Bachelor of Music in Jazz Performance, students must complete a total of 240 credit points.

These credit points must be acquired by completing all core subjects in the course as well as completing six (6) elective subjects.

#### 4.1.2 Diploma of Music in Jazz Performance

To be conferred the award of Diploma of Music in Jazz Performance, students must complete a total of 80 credit points.

These credit points must be acquired by completing all core subjects in the Diploma of Music in Jazz Performance, or by completing all core subjects in the first year of the Bachelor of Music in Jazz Performance.

#### 4.1.3 Transition Arrangements

Whereby a line of core subjects have been discontinued, or there has been a change to credit point allocation for subjects, a student must be deemed by the Academic Board as having completed all required core and elective subjects in order to be conferred the award.

In the case of a transition arrangement being in place, a student must meet requirements and complete within 5 credit points of the applicable award mentioned as per Sections 4.1.1 & 4.1.2.

#### **4.1.4 Award Conferral**

The Academic Board is responsible for ensuring that a graduating student has completed all course requirements as prescribed in Section 4.1.1-2.

Once the Academic Board has deemed that all requirements have been met, the students will be recommended to the Board of Directors for conferral of the award.

Award conferral will only take place after the final academic period has been completed in a calendar year.

#### **4.1.5 Exit Awards & Nested Courses**

In the event that a student requests to exit the program with a Diploma of Music in Jazz Performance having completed the first year of the Bachelor of Music in Jazz Performance program, the Academic Board will undertake the same process as prescribed in Section 4.1.4.

Students who have requested to exit the Bachelor of Music in Jazz Performance program and have met the requirements to be conferred the Diploma of Music in Jazz Performance will be provided with an academic transcript stating their academic results. Students will not receive a testamur until they have been conferred the award by the Board of Directors.

#### **4.1.6 Conferral Date**

The date of conferral will be the date of the Board of Directors meeting held to approve the recommendations from the Academic Board.

## **4.2 Academic Transcript**

### **4.2.1 Eligibility**

A student must complete at least one unit of study in order to be eligible to receive an Academic Transcript.

### **4.2.2 Documentation**

At the conclusion of each teaching period, a student's academic results will be recorded against their academic record. A student may acquire a copy of their academic record prior to completion of the course, however must pay a fee for this service as outlined in the Student Fee Policy.

Once a student has been deemed to have completed all requirements of the award as per Section 4.1, the student will be given an Academic Transcript containing all results achieved in the prescribed course.

### **4.2.3 Certification**

The Academic Transcript will follow guidelines as outlined in the AQF Qualification Issuance Policy. Academic Transcripts will be printed on security paper to prevent fraudulent reproduction. The transcripts will also contain the company seal and be signed by the appropriate delegate, as approved by the Academic Board.

## 4.3 Testamur

### 4.3.1 Eligibility

Whereby a student has been deemed to have completed all course requirements as per Section 4.1.1, the student will be issued with a testamur certifying the conferral of the award.

### 4.3.2 Certification

The testamur will be produced in accordance with standards outlined in the AQF Qualification Issuance Policy. The testamur will be printed on either A4 security paper or a non-security paper larger than A4 size, signed by the appropriate delegates and contain the company logo as a watermark and the company seal to avoid fraudulent reproduction.

Each graduate will be issued a unique identifier in the form of a testamur number that will be recorded by JMI administration and will appear on both the testamur and academic transcript for the student.

## 4.4 AHEGS Document

Whereby a student has been deemed by the Academic Board to have completed all course requirements as per Section 4.1.1, the student will be issued with an AHEGS document as per the guidelines set out in the AHEGS Guidelines.

## 4.5 Replacement Documentation

In the case of a graduated student requiring replacement documentation, the following will apply:

- Replacement documentation is only available if the original documentation has been lost, stolen or damaged;
- The request for replacement documentation must be made to the Academic Administrator in person or by e-mail;
- Where a graduate has requested replacement documentation by e-mail, they must provide proof of identification including:
  - Photo ID
  - Student ID number
  - Date of Birth
  - Place of Birth
  - Residential Address
  - CHESSN (if applicable)
- A replacement fee must be paid for the reproduction of documentation as specified in the Student Fee Policy;
- The replacement documentation will be issued with a new testamur number;
- The new testamur number will be recorded in the same fashion as the original number as per Section 4.3.2;
- The replacement documentation will include the date for which the replacement documentation is issued as well as the date the original documentation was issued;

## 5. Definitions

**Academic Transcript** – a record of all learning leading to an AQF qualification or an accredited unit in which a student is enrolled and is issued by an authorised issuing organisation.

**AHEGS** – Australian Higher Education Graduate Statement – issued for students deemed to have completed all course requirements

**Award** – when a student has met the requirements of the qualification and the qualification is certified through the provision of a testamur.

**Certification** – the verification and authentication of a student’s entitlement to a Qualification

**CHESSN** – Commonwealth Higher Education Student Support Number. An identification number given to a student that has incurred a Higher Education Loan Programme debt (i.e. FEE-HELP)

**Graduate** – a person who has been awarded a qualification by an authorised issuing organisation

**Testamur** – an official certification document that confirms that a qualification has been awarded to an individual.

## 6. Related policies and procedures

The following policies and procedures are related to this policy:

- Student Fee Policy
- Assessment Policy
- Equity, Diversity and Fairness Policy
- Credit Transfer and Recognition of Prior Learning Policy
- Privacy and Personal Information Policy

## 7. Review

Three years from commencement or last review.

## 8. Accountabilities

The Academic Board is responsible for review and approval of this policy.

## 9. Version Control

<b>Document</b>	Academic Transcript and Graduation Policy	<b>Author</b>	JMI Executive Management
<b>Approver</b>	JMI Academic Board	<b>Approved</b>	19 February 2020
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