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1. Purpose

Analytics Institute of Australia (AIA) is committed to ensuring the integrity, accuracy and authenticity of all authorised documents and certification that attest to a students' academic achievement. This Policy sets out the principles and procedures for the issuance, certification and conferral of awards and recognition for units of study completed at the AIA.

2. Principles

- Only those students who have legitimately met the academic requirements of each course as set by the AIA and as accredited by TEQSA under the Higher Education Standards Framework (2015) are eligible for conferral of a higher education award.
- To be eligible, students must also have no outstanding administrative encumbrance with AIA, including having no financial debt owed to AIA, and must not have already graduated from that course (e.g. in absentia).
- Achievement of all course requirements including recognition of academic excellence will be confirmed by the Academic Board and the award conferred by the Board of Directors.
- All certification will clearly documented to recognise the award, the authority issuing the award, the recipient and the date of issue, and is protected from fraudulent use or reproduction.
- Students who have completed a unit/s of study that do not lead to an award can receive a certified record of results.
- All courses of study leading to an AQF prescribed Australian qualification will be accredited by TEQSA and listed on the TEQSA National Register.
- Programs that do not align to the AQF and are not accredited by TEQSA as higher education awards, including executive education, will be certified differently from TEQSA accredited AQF courses to ensure the integrity of AQF awards.
- Non-AQF, non-accredited programs will not use any of the nomenclature described in AQF Policy or formats prescribed by AHEGS.
- AIA will maintain the highest standards in guarding against academic fraud and ensuring academic integrity. Testamurs and other official certification will have a secure hologram, invisible ink, and audit

numbered and watermarked paper to combat copying and duplication. Data systems carrying student outcomes information will be safeguarded against unauthorized access and tampering. Other measures are outlined in the AIA Academic Integrity Policy.

Types of Certification

- a. All certified documentation issued by the AIA will include the following information:
 - i. the full institutional name as appears on the TEQSA register
 - ii. the full name of the person to whom the documentation applies,
 - iii. the date of issue,
 - iv. the name and office of the person authorised by AIA to issue the documentation, and
 - v. if the qualification is recognised in the Australian Qualifications Framework, the testamur and/or the graduation statement will be certified with either the logo of the Australian Qualifications Framework or the words, 'This qualification is recognised within the Australian Qualifications Framework'.

- b. Record of Results: the official record of all units of study undertaken by a student including study that does not lead to an AQF award. The Record of Results will include the following information:
 - i. the full name of all courses and units of study undertaken and when they were undertaken and completed,
 - ii. credit granted through recognition of prior learning,
 - iii. the weighting of each unit,
 - iv. the grades and/or marks awarded for each unit of study undertaken and, where applicable, for the course,
 - v. an explanation of the grading system used,
 - vi. where a course 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
 - vii. any unit of study or assessment that was conducted in a language other than English.

- c. Graduation Statement/Australian Higher Education Graduation Statement (AHEGS): a statement issued to graduates upon successful completion of an accredited course leading to an AQF award. The Statement must conform to all requirements as stipulated by the Commonwealth Department of Education and Training and include all information outlined in a. above.

- d. Testamur: the official document bearing the AIA logo and security features and signed by the Chair of the Board of Directors, the Chair of the Academic Board and the AIA's Registrar. The Testamur will include all information outlined in a. above and in addition include:
 - i. the full title of the qualification awarded, including the field or discipline of study
 - ii. any subsidiary component of the qualification (such as integrated honours, an area of specialisation or a major of study), and

- iii. 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.

Procedures for Certifying Achievement

- a. The Academic Board will convene an Examinations Committee at the end of each study period to look at assessment outcomes and identify and recommend those candidates who have fulfilled all requirements for an award and also received academic recognitions as detailed below.
- b. The Academic Board will review the list and if satisfied that each candidate has successfully met the requirements of each award, will recommend the names of eligible candidates to the Board of Directors.
- c. The Board of Directors is responsible for endorsing the recommendations of the Academic Board and approving a list of eligible graduands for conferral of the AIA's accredited AQF awards.
- d. The Chairs of both the Board of Directors, the Academic Board and the AIA's Registrar are authorised signatories of each AIA testamur.

Procedure for Recognising Academic Excellence

- a. Students obtaining a minimum GPA of 7 for all the AIA units completed in a course for which they will receive an award will be eligible to receive an Award with Distinction. Any units completed at external institutions and transferred across by credit transfer or advanced standing into the course are not included in the GPA calculation.
- b. In recognition of outstanding academic achievement, students receiving an Award with Distinction will be mentioned as part of the graduation proceedings.

Withdrawal or Revocation of Awards or Certification

- a. To ensure the integrity of AIA's records, awards may be:
 - Withdrawn by AIA's Board of Directors if they are found to have been issued in error. Where established, the student will be instructed to return the testamur. In the event of an error in calculating the student's award level, the student needs to be issued with a replacement testamur at the correct award level. It is the responsibility of the relevant Course Convenor to explain the situation to the student and to arrange the return of the testamur by the student to the Registrar's Office.
 - Revoked by the AIA Board where there is subsequent evidence that the graduate committed academic misconduct in an assessment task associated with requirements for that course.

Record Keeping

- a. The Registrar will be responsible for maintaining an up to date register of awards conferred, comprising:
 - Details of graduands conferred at each graduation ceremony; and
 - Details of all withdrawal or revocations of awards.

Replacement Documentation

- a. The Registrar may approve the issue of a replacement testamur or other certified documentation upon application, if the original is:
- Lost, stolen, mislaid or destroyed - the application must be accompanied by a Statutory Declaration indicating the reason for needing a replacement, and agreeing that if subsequently the original document is located, the replacement document must be returned to the AIA
 - Damaged - the original damaged document must be returned prior to issue of the replacement. A Statutory Declaration is not required.
 - Required because of a change of name - certified copies of proof of name change documents and the original documentation must be attached.
- b. Students must apply for replacement documentation by submitting the Replacement Documentation Form available on the AIA website, to the Registrar in person or by e-mail, along with the required identification information and documentation. Applicants must pay the replacement fee for the reproduction of documentation as specified on the website.
- c. A replacement testamur will include the following additional information:
- A new testamur identification number, recorded in the AIA student management system;
 - The date on which the replacement documentation is issued as well as the date the original documentation was issued.
- d. Applicants can obtain replacement certification:
- in person from the AIA Student Administration, providing photographic identification such as a driver's license or a student card;
 - by collection by another person, where written authorisation is provided by the applicant, and the other person provides relevant photographic identification;
 - by Registered Mail.

Responsibilities

The COO and Registrar are responsible for maintenance and implementation of this Policy

Supporting information

The following policies, procedures and documents are relevant to this Policy

- Academic Integrity Policy
- Academic Documents Policy
- Assessment, Moderation, Grading Policy and Procedure
- Assessment Policy for WIL Units
- Student Performance Data Policy and Procedures
- Graduation Statement
- Record of Results
- Testamur

Version history

Version	Approved by	Approval Date	Details
1.0	Board of Directors	30/10/2020	Subject minor amendments
1.1	CEO	13/11/2020	Board amendments made
1.2	CEO	12/06/2021	Add replacement process

Document owner: Board of Directors