

1 POLICY STATEMENT AND PURPOSE

This policy outlines the principles and procedures for awarding all higher education qualifications at ICHM Pty Ltd (ICHM) consistent with the regulated Australian Qualifications Framework (AQF) and Tertiary Education Quality and Standards Agency (TEQSA) requirements.

Students who satisfactorily complete all program requirements and obligations are awarded the nationally recognised qualification and receive the appropriate documentation: parchment and record of results.

2 SCOPE

This policy applies to all academic qualifications awarded by ICHM.

3 DEFINITIONS

Unless additionally defined in this document, all terms are consistent with the *Glossary of Terms*.

Australian Qualifications Framework (AQF) Qualification

This is the result of an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF. (AQF Glossary of Terminology, 2nd edn, Jan 2013).

Parchment

The official certificate that a student receives when an award is conferred. Is also referred to as a testamur.

Record of results

A record of all learning leading to an Australian Qualifications Framework (AQF) qualification or an accredited unit in which a student is enrolled.

Your record of results is the history of your academic performance at ICHM and shows all topics studied, grades received and your grade point average. The transcript also shows credit granted for previous study and any prizes and awards that you have received.

This may be called a:

- transcript of results
- academic transcript
- record of achievement
- or statement of results

4 POLICY DETAILS

The following overarching principles apply to the awarding of all academic qualifications.

ICHM ensures that students are awarded certified qualifications and have access to appropriate documentation:

- Determines and grants an award to a student who has completed the full program requirements

- Provides students and graduates with a record of results which includes a complete record of enrolment history for each program of study and all subjects completed at ICHM via the eEquals authenticated platform – including certified degrees and transcripts
- Issues a parchment bearing the title of the qualification conferred, as approved by Academic Board and conferred by the College Council
- Enables parchment replacement on request
- Invites graduands to attend a graduation ceremony.

4.1 Qualifications and Certification Documentation

- ICHM ensures the integrity of AQF Qualifications conferred through robust academic quality assurance processes
- ICHM ensures the confirmation of the development of graduate qualities and achievement of Course Learning Outcomes prior to issuing AQF Qualifications
- The Academic Board formally endorse the issuance of AQF Qualifications upon recommendation from the Academic Committee and confirm that eligibility requirements have been met. The College Council is responsible for the final conferral of eligible graduands.
- All AQF Qualifications issued are accredited by the Tertiary Education Quality and Standards Agency (TEQSA)
- ICHM issues authorised certification documentation (parchment and the official record of results) upon completion of the requirements for the AQF Qualification, where all eligibility requirements are met and, if required, where requested by the student.
- Where students don't complete AQF Qualification requirement, and withdraw from their program, an official record of results or academic transcript is issued
- ICHM is committed to issuing certification documentation that is clear, protected against fraudulent issue, reflects the ICHM approved design and is otherwise aligned with the requirements of the [Higher Education Standards Framework \(Threshold Standards\) 2021](#) and ensures appropriate use of the ICHM logo and seal
- ICHM maintains an appropriate register of AQF Qualifications issued in accordance with the [Higher Education Standards Framework \(Threshold Standards\) 2021](#)
- ICHM provides students with access to an authorised record of results for all subjects undertaken. Students can access an unofficial academic transcript, at any time during their program
- Where students are conferred with more than one qualification, they are presented with the highest higher-level AQF Qualification at the ceremony, with all qualifications achieved listed in the graduation booklet.

4.2 Graduation Ceremonies

ICHM:

- recognises student academic achievement at an awards ceremony
- holds at least one graduation ceremony in Australia each year or provides alternative arrangements due to unexpected or unforeseen special circumstances that may include a later ceremony as soon as practicable
- does not permit students who are in poor financial standing to obtain their parchment or graduate unless all outstanding fees and all other financial obligations due have been

discharged, or satisfactory arrangements for discharge have been made

- ensures the Academic Board formally endorses all qualifications awarded prior to the conferral of eligible graduands by the ICHM College Council.
- issues the parchment and record of results either at the ceremony, at a specially convened meeting or in absentia
- issues an Australian Higher Education Graduation Statement (AHEGS) in accordance with the Australian Department of Education guidelines.
- is committed to providing students with an opportunity to participate in a graduation ceremony
- makes all reasonable adjustments to allow students or staff with disabilities to participate in a graduation ceremony (including live streaming)
- provides students with notice of the dates of graduation ceremonies and clear guidance on registering online for the graduation ceremony via dedicated communication
- requires students participating in a graduation ceremony to wear the appropriate ICHM academic regalia
- requires staff who participate in a graduation ceremony to wear appropriate academic regalia
- requires graduands to hire or purchase ICHM academic regalia. Students who have not yet satisfied requirements for the AQF qualification, may not participate in the graduation nor hire or purchase academic regalia.
- all students, staff or ICHM industry special awards are issued at either the graduation ceremony or a special awards ceremony convened for that event. Such awards may include but are not limited to *Certificates of Merit, Certificates of Academic Achievement, Outstanding Student Award and Dux*.

5 PROCEDURE

5.1 Eligibility and approval to graduate

- The Academic Committee is responsible for ensuring that all academic requirements for completion of an award have been met, in accordance with the schedule of dates set annually by the Academic Director.
- Following approval by the Academic Committee, administration staff enter eligibility data into the student record system for all approved programs.
- Administration is responsible for recording and reporting the eligible graduand for endorsement by the Academic Board and approval by College Council.
- Administration is responsible for maintaining the student records to show who has graduated and become alumni of ICHM.
- The Academic Team notify students when they are eligible to graduate and invite them to register for the graduation ceremony that is held within 12 months of the conferral of their award. Where graduands do not attend the ceremony parchments are issued in absentia.
- Where students wish to terminate their enrolment in their current program and have met the requirements of any nested program, the Academic Committee during the ratification process may recommend commencement of the conferral for the nested award.

- Where it is necessary to change a student's enrolment from one program to another for the purpose of conferring a nested award, the change is authorised by the Academic Director.
- When a student program enrolment variation is authorised, the administration team process the internal credit for inclusion in the record of results.
- The program title in which an award is conferred is final and not subject to change at anytime after conferral.

5.2 Conferral of qualifications at a ceremony

- Students are presented with the awarded qualification at the first scheduled graduation ceremony following completion of the award.
- Students who seek to progress through a nested suite of programs will not be required to surrender a previously conferred award when they become eligible for a higher-level award.
- Where students are conferred with more than one qualification, they are presented with the highest AQF Qualification at the ceremony, with all qualifications achieved listed in the graduation booklet.
- ICHM will annually grant awards to graduates for special achievement in key discipline areas and for outstanding academic excellence. Details of the awards and their eligibility criteria can be found within the Results, Grades and Awards policy.

5.3 Graduation Ceremony Booklets & Regalia

- The ceremony booklets constitute the formal public record for each ceremony and include the names of all graduands who are eligible (at the time of printing) to have an award presented at that ceremony.
- Gowning specification shall be as outlined in the **Academic Dress Procedures document**. Approved supplier(s) to be specified by Administration to graduands before the graduation ceremony to enable hiring or purchase by the graduand.

5.4 Parchments

- A parchment is an official document certifying the name of the graduate, the title of the award, and its conferral date. The parchment bears the logo and seal of ICHM and is signed by the Provost and the Chair of the Academic Board.
- The ICHM seal is used to authenticate documents issued by ICHM. It is affixed to award parchments and may need to be affixed to deeds and other legal documentation, and occasionally to other ceremonial documents.
- The ICHM seal must remain in the custody of the Head of ICHM. The Head of ICHM may authorise an ICHM Academic Officer in writing of their approval to affix the seal. If an appropriate Academic Officer is not available, the Academic Director is empowered to affix the seal of the College.
- Award parchments are valid only when the seal is affixed. An award parchment must state that the document is 'given under seal' and signed by the authorised persons. Award parchments must be signed by the following two authorised persons: the Academic Board Chair plus the ICHM Provost. The Head of ICHM is the designated alternative if the Chair of the Academic Board is unavailable or due to other circumstances. These signatures can be reproduced by electronic means.

- The graduand name on a parchment is the student's legal name as recorded by the student when applying to study at ICHM, unless the Head of ICHM is satisfied that one or more of the following exceptions applies:
 - an administrative error has occurred in recording the person's name; or
 - prior to graduating, the person has changed their name as a result of marriage or divorce. This must be evidenced by a Marriage Certificate issued by a Registrar of Births, Deaths and Marriages, or a decree of nullity or dissolution of a marriage issued by a court indicating the current name and/or the previous name of that person; or
 - prior to graduating, the person has changed their name as evidenced by a change of name certificate or deed poll declaration.
- In the event where a student formally advises of a changed gender identity with associated name change certificate the College will reissue an updated parchment and transcript at no cost to the student.
- The date on the parchment is the date of conferral of the qualification, that is, the date the College Council confers the award via resolution at the applicable College Council meeting.
- The parchment is presented to the graduate in person at a ceremony.
- For an award presented in absentia, the parchment may be collected from ICHM campus administration, posted by registered mail within Australia, or sent by courier to an overseas location at a cost to the graduate.
- The parchment is posted or sent by courier to the address recorded in the student management system. Where an incorrect address has been provided, the student is liable for additional costs of postage.
- A graduate who collects a parchment from the administration office is required to show photographic evidence of identity. A third party may collect the parchment on behalf of a graduate. The third party must show photographic evidence of identity as well as written authority from the graduate.

5.5 Replacement of a parchment

- A graduate may apply for a replacement parchment where the original parchment has been lost, destroyed, stolen or damaged.
- A replacement parchment is issued with the graduate's name that appeared on the original parchment.
- A replacement parchment replicates the detail appearing on the original parchment, including the name of the awarding institution, the year of completion or date of conferral as applicable, and the full title of the award.
- A replacement carries the ICHM seal and will indicate that the parchment is a replacement by inclusion of the words '*Replacement parchment issued ... <date>*'. The replacement parchment will bear the signatures of the authorised signatories at the time of issue of the replacement parchment.
- An application for a replacement parchment must be submitted to ICHM via the enquiries@ichm.edu.au email or to the ICHM registered postal address. The application must be accompanied by:
 - the fee advised by the Manager of Administration and Admissions for the administration and

- delivery costs of the replacement, and
- in the case of a lost, destroyed, or stolen parchment, a statutory declaration signed by a Justice of the Peace (Australia) or by a lawyer (international students), explaining the loss; and
- in the case of a damaged parchment, an explanation of the damage.

5.6 Record of results

- An academic transcript is a record of a student's specific program enrolment history at ICHM. Each program academic transcript includes a list of all subjects and results, and details of qualifications awarded, and prizes achieved.
- 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.
- A person who has successfully completed the requirements of a program will receive the academic transcript free of charge.
- When a student has completed the requirements of a program and is eligible for an award, ICHM will provide the student, without application and free of charge, with one completion transcript stating that the student has met the requirements of an award.
- The completion transcript is presented with the parchment at graduation or mailed or sent upon request with a letter of completion by courier to the address recorded in the student management system.
- Following the conferral of an award the student, without application and free of charge, is provided with one conferral transcript. The conferral transcript includes the date of conferral and details of awards and prizes that have been awarded since the completion transcript was issued to the student.
- The conferral transcript will be presented at graduation, or if the graduate is not at the graduation ceremony, mailed or sent by courier to the address recorded in the student record system.
- An application for additional copies of academic transcripts must be submitted to ICHM via enquiries@ichm.edu.au email or to the ICHM registered postal address. The application must be accompanied by the appropriate fee, and photographic evidence of identity.

5.7 Provision of an academic record to a third party

- ICHM releases a student's academic record in accordance with privacy requirements.
- A student may request ICHM to provide their academic record to another higher education institution free of charge.

6 RELATED LEGISLATION

[AQF Qualifications Issuance Policy](#) (Cwlth)

(Policy requirements and specifications for issuing AQF qualifications)

[Higher Education Standards Framework \(Threshold Standards\) 2021 \(HES Framework\)](#) (Cwlth)

(The threshold standards that an Australian higher education provider must meet and continue to meet to maintain registration. These standards underpin and provide assurance of quality and integrity to all ICHM operations. TEQSA uses these standards to regulate ICHM and our courses.)

[Higher Education Support Act 2003 \(HESA\)](#) (Cwlth)

(The main piece of legislation governing higher education in Australia.)

[Tertiary Education Quality and Standards Agency Act 2011 \(TEQSA Act\)](#) (Cwlth)

(The main piece of legislation regulating and assuring the quality of higher education in Australia.)

7 REVIEW

The Academic Director is responsible for the review of this policy on a three (3) yearly basis or as and when there are any legislative or business changes.

8 APPROVAL

Accountability and review			
Delegate	Academic Director	Ref: ICHM Delegations Register	
Approval body	College Council		
Approval date	20230816		
Review date	3 years from last review 20260816		
Supporting information			
Related legislation	AQF Qualifications Issuance Policy Higher Education Standards Framework (Threshold Standards) 2021 Higher Education Support Act 2003 (HESA) Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)		
Sector benchmarking			
Supporting documents			
Related documents	Results, Grades and Awards policy Academic Dress procedure		
Superseded documents	<i>Issue of Testamur and Record of Results</i>		
Type and location			
Policy type <select row and shade>	Corporate Governance		
	Academic Governance		
	Academic Management		
	Operational Management		
Location/access <select row and shade>	Website		
	Student access		
	Staff access		
	Overseas		
Amendments			
Version No.	Amendment type	Amendment Date	Key changes
01.00	Update	30/09/2021	New document title change from 'Issue of Testamur and Results'.
01.10	Minor	15/03/2022	New template, consistent terminology linked to the Glossary of terms and language update, and regulatory legislative compliance alignment.
02.00	Major	13/09/2022	Positional Changes and updated information and change to College Council for final conferral in alignment with HESF 2021
02.10	Minor	16/08/2023	Updates to position titles. Removal of Academic Regalia information and creation of stand-alone Academic Dress procedure document.