	Graduation and Certification Policy
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* Updated on September 08, 2021 for references to Threshold Standards 2021

1. Purpose

a. S P Jain School of Global Management (S P Jain / the School) is committed to ensuring the integrity, accuracy and authenticity of all authorised documents and certification that attest to a students' academic achievement in fulfilling all requirements of the School's higher education awards within the Australian Qualifications Framework (AQF). This Policy sets out the principles and procedures for the issuance, certification and conferral of awards and units of study at the School.

2. Principles

a. Only those students who have legitimately met the academic requirements of each course as set by the School and as accredited by TEQSA under the Higher Education Standards Framework (2021) are eligible for conferral of a higher education award.

b. Achievement of all course requirements including recognition of academic excellence has been confirmed by the School's Academic Board and conferred by the Board of Directors.

c. All certification is 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.

d. Students who have completed a unit/s of study that do not lead to an award have access to a certified record of results.

e. All courses of study leading to an AQF prescribed Australian qualification will need to be accredited by TEQSA as reflected on the TEQSA National Register.

f. Programs that do not align to the AQF and are not accredited by TEQSA as higher education awards, including executive education, will be differentiated from certifications reserved for S P Jain's TEQSA accredited AQF courses to ensure the integrity of AQF awards.

g. Non-AQF, non-accredited programs will not use any of the nomenclature described in AQF Policy or formats prescribed by AHEGS.

3. Types of Certification

a. All certified documentation issued by the School must include the following information:

   i. the name of the registered higher education provider issuing the documentation,

   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 the higher education provider to issue the documentation, and

   v. if the qualification is recognised in the Australian Qualifications Framework, the testamur and/or the graduation statement is 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 must 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 <u>Commonwealth Department of Education and Training</u> and include all information outlined above at 3a.

d. Testamur: the official document bearing the S P Jain logo and security features and signed by the Chair of the Board of Directors, the Chair of the Academic Board and the School's Registrar. The Testamur must include all information outlined above in 3a. 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.

4. Procedures for Certifying Achievement

a. The Examinations Board[1] shall recommend to the Academic Board the names of those candidates who have fulfilled all requirements for an award and also received academic recognitions as detailed in section 5.

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 School's accredited AQF award.

d. The Chairs of both the Board of Directors, the Academic Board and the School's Registrar are authorised signatories of each S P Jain testamur.

5. Procedure for Recognising Academic Achievements

a. At the end of each semester/term, students whose Grade Point Average (GPA) is in the top 10 percent of their cohort and/or specialisation/ major are nominated for the Dean's List in recognition of outstanding academic achievements. Inclusion is highlighted on their graduation statement.

b. The Dean's (Course Director's) list is shared by the Registrar in consultation with the Vice President – Administration and an official announcement is made by the Dean (Course Director).

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[1] *As per the guidance of the Research and Knowledge Creation Committee in case of completion of thesis work for Doctor of Business Administration students*

c. In recognition of outstanding academic achievement, students on the Dean's List will be mentioned as part of the graduation proceedings. Students are given a certificate of Dean's list along with medals.

d. In addition, for the Bachelor of Business Administration course, the students with the highest and second highest CGPA in the graduating class are named Valedictorian and Salutatorian and for the Bachelor of Data Science course the student with the highest CGPA will be awarded Academic Excellence award.

6. Procedures for Graduation

a. The Registrar under the guidance of Vice President – Administration shall have overall responsibility for the staging and conduct of graduations.

b. The Registrar shall write to each graduate and provide full details of all the arrangements surrounding attendance and participation in the graduation. If there are any additional activities that are being conducted at the time of the graduation, either by a student or alumni group, then details of these activities will also be included with the Registrar's advice.

c. The Registrar, in consultation with the Vice President – Academic and Vice President – Administration shall decide on the format of the graduation ceremony, arrange an occasional speaker as the principal guest and possibly some musical interlude. A celebratory dinner may also be organised in association with the graduation and attended by the graduates and their guests, the President and academic staff and other invited guests.

d. Graduates will be given the official testamur at a public ceremony convened for this purpose. Graduates will also be given, either at that ceremony or separately, a transcript detailing the subjects completed, their credit value and the grade obtained for each subject.

e. Students who are graduating in absentia may arrange to collect their degrees and transcripts from the Registrar's office or campus office at an agreed date and time any time after the graduation.

f. Students who cannot collect their documents personally can authorise someone to do so (in writing) on their behalf, or request that documents be sent by mail, for which a postal charge will be applied. Duplicate degree scrolls and transcripts may be ordered from the Registrar. Costs for duplicate degree scroll and transcripts will be detailed in the Student Handbooks.

Related documents

a. Graduation Statement

b. Record of Results

c. Testamur

d. Terms of Reference of the Academic Board and its sub committees