



# Graduation and Issuance of Certification Policy

Effective Date: 2026.03.31

Last Reviewed: 2026.01.31

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## 1. Purpose

The purpose of this policy is to cover the matters related to Alphacrucis University College (AC) student graduation and the issuing of AC qualifications.

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## 2. Scope

This policy applies to all Higher Education (HE) and Vocational Education and Training (VET) courses at AC.

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## 3. Definitions

For the purpose of this policy, the following definitions apply:

3.1. **Academic Transcript:** The official record of a HE student's study at AC, including all programs and subjects attempted.

3.2. **Alumni:** Alumni means the graduates or former students of AC.

3.3. **Australian Higher Education Graduate Statement (AHEGS):** A supplementary document provided to graduates that describes the nature, level, context, and status of their qualification and learning outcomes.

3.4. **Australian Qualifications Framework (AQF):** The national policy for regulated qualifications in Australian education and training, which defines the standards for qualifications.

3.5. **Confer:** The formal process of issuing a qualification to a HE student.

3.6. **Grade Point Average (GPA):** A numerical representation of a student's academic performance, calculated according to a specified formula based on course grades and credit points.

3.7. **Graduate:** A graduand who has had their award conferred on them by AC.

3.8. **Graduand:** A student who has completed their award and been deemed eligible to graduate.

3.9. **Graduation in absentia:** When a degree is conferred on a student without their presence at a graduation ceremony.

3.10. **Record of Results (VET):** the official transcript -of a VET student's study at AC,-issued for complete qualifications or accredited courses.

3.11. **Statement of Attainment (VET):** issued when a student completes one or more units but not full qualification

3.12. **Testamur:** certification confirming the award of a qualification.

3.13. **Unique Student Identifier (USI):** A government-issued identifier required for the issuance of any certification documentation. The USI must not appear on any AQF certification documentation.

3.14. **Nationally Recognised Training (NRT) Logo:** A regulated logo that may only appear on VET AQF certification documentation for nationally recognised training within the RTO's scope (NRT Logo Conditions of Use Policy (Schedule 2))

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## 4. Policy Statement

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#### 4.1. Eligibility to graduate:

- 4.1.1. Students are eligible to graduate from the award in which they are enrolled if:
- They have met all the course requirements as prescribed in the award/training product's regulations;
  - No financial debt is owed to AC;
  - There is no current suspension or exclusion on their record;
  - All borrowed books have been returned to the Library and there are no outstanding loans;
  - There are no outstanding proceedings related to allegations of Student Misconduct;
  - They have not already graduated from that award.
  - A verified USI, unless exempt

#### 4.2. Graduation Ceremony, In Absentia Graduation or deferment of graduation for HE Students

- 4.2.1. Students must elect to have their award conferred at the graduation ceremony or in absentia. Students who elect to graduate 'in absentia' are not permitted to have their award conferred at a later ceremony.
- 4.2.2. Students eligible to graduate may elect to defer their graduation by notifying the Student Experience Department in writing. The maximum period of deferral is until the next graduation ceremony.

#### 4.3. Reporting of Eligible Graduands

- 4.3.1. The Registry is responsible for recording and reporting the names of all the graduates in a list which is to be endorsed by the Academic Board and approved by Council. Registry is responsible for maintaining the student records to show who has graduated and become alumni of AC.

#### 4.4. Revocation of award

- 4.4.1. AC reserves the right to revoke any conferred award if it is proven through student disciplinary or other action that the student is guilty of cheating, plagiarism, or other fraudulent activity and obtained the degree under false pretences. (See Exclusion from a Course or Subject Policy and Academic Integrity and Misconduct Policy).

#### 4.5. Cumulative Grade Point Average (HE only)

- 4.5.1. AC uses a cumulative Grade Point Average (GPA) to measure the academic performance of individual students in order to acknowledge excellence and determine recipients of excellence awards at graduation. This is included on the student's academic transcript. The GPA is an averaging system particularly useful for calculating outcomes for entry into research programs and cross-program and trans-program transferability. The cumulative GPA will be calculated over the duration of the student's enrolment in a course.

- 4.5.2. The GPA at AC is calculated in the following manner: **GPA = (4h+3d+2c+1p) / E**

Where:

- h is the number of credit points gained at HD grade;
- d is the number of credit points gained at D grade;
- c is the number of credit points gained at C grade;
- p is the number of credit points gained at P and S grade;
- E is the total number of credit points for which a student is effectively enrolled (excluding units with exemptions or withdrawals).



#### 4.6. Issuance of Qualifications

##### 4.6.1. AC will ensure that:

- a. Students receive the certification documentation to which they are entitled.
- b. AQF qualifications are correctly identified in certification documentation.
- c. AQF qualifications are protected against fraudulent issuance.
- d. A clear distinction can be made between AQF qualifications issued by AC.
- e. Certification documentation is used consistently across the VET sector and is different in look to Higher Education awards.
- f. Students and others are confident that the qualifications they have been awarded by AC are part of Australia's national qualifications framework.

##### 4.6.2. AC will issue AQF qualifications in accordance with the AQF Policy on 'Issuing AQF Qualifications'. This requires that all graduates who have completed a course of study in which they have been enrolled are entitled to receive the following certification documentation upon conferral of the qualification:

- a. a Testamur; and
- b. a Record of Results (VET) or Academic Transcript (HE). If available for the qualification, a Higher Education Australian Graduate Statement (AHEGS) may also be issued. The Graduate Statement will include information regarding the language of instruction. If a student has completed a course or subjects in Language Other Than English (LOTE), this will be included in the Graduate Statement. For double degrees that are uniquely accredited as a combined course, a single testamur and academic transcript naming the double degree will be awarded. For double degrees that are based on a structural model that permits two qualifications to be undertaken concurrently for a reduced total duration, two testamurs and a single academic transcript will be awarded.

##### 4.6.3. All Vocational Education and Training (VET) qualifications will be issued to the student within 30 calendar days from when all of the following conditions are met: (1) student assessed as meeting the requirements, (2) all agreed fees are paid, and (3) verified USI provided. The student may opt in writing to receive the qualifications through a third party.

##### 4.6.4. AC HE graduates are entitled to retain testamurs and records of results once they have been issued, unless the AQF qualification builds on a lower level qualification and the accreditation of the course of study requires the surrender of the certification documentation.

##### 4.6.5. An academic transcript or record of results is a true and authoritative record of a student's academic performance and achievements while enrolled at AC. The information on an individual student's testamur shall not be altered, other than to be re-issued subsequent to the correction of an error.

##### 4.6.6. All Higher Education awards are conferred by AC Council. A Register of all AQF qualifications that AC is authorised to issue is maintained by the Academic Board. Similarly, the Registry maintains a Register of all AQF qualifications issued to graduates (Register of Graduates)

##### 4.6.7. AC will not issue a Testamur and Record of Results if any fees are still outstanding.

##### 4.6.8. AC does not permit third parties to create testamurs, qualifications, record of results or statements of attainment on behalf of AC.

#### 4.7. Fraud Prevention

##### 4.7.1. AC confirms its responsibility for the authentication and verification of a student's certification and statement of attainment documentation.



4.7.2. AC has mechanisms in place to reduce fraudulent reproduction of its certification. All AC documentation includes the Alphacrucis University College seal, logo and unique watermark.

4.7.3. Additional fraud prevention measures implemented include:

4.7.4. VET:

- a. Documentation has an embedded background image that make it clear when an electronic issued Record of Results and Testamur is not genuine
- b. Printed copies of the Testamur have an embossed seal,
- c. Document numbers are used for verification purposes
- d. For digital documents, security is managed by sending the documents via the My eQuals secure digital server

4.7.4.1. HE:

- a. Higher Education testamurs are uniquely numbered with a control number which can be confirmed with AC.
- b. For digital documents, security is managed by sending the documents via the My eQuals secure digital server

#### 4.8. AQF Certification Documentation Qualifications Register

4.8.1. AC maintains a register of AQF qualifications it is authorised to issue. Records of VET AQF certification documentation issued will be maintained for a period of thirty (30) years. Records of their own AQF certification should be accessible to current and past students. AC will provide reports of records of qualifications and statements of attainment issued to its VET Regulator on a regular basis, as determined by the VET Regulator.

#### 4.9. Issuing and records management of VET qualifications and VET statements of attainment

4.9.1. Any VET qualifications and statements of attainment issued by AC comply with the AQF Qualifications Issuance Policy as per the National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025 Division 2 Standard 11 (Issue of VET qualifications and VET statements of attainment).

4.9.2. AC will issue AQF certification documentation (testamur and record of results) to a student within thirty (30) calendar days of the student being assessed as meeting the requirements of the training product, which includes all of the following:

- 4.9.2.1. The AQF training product in which the student is enrolled is complete, or the student has completed one or more units of the training product and subsequently withdrawn,
- 4.9.2.2. All agreed fees the student owes to the RTO for that training product have been paid, and
- 4.9.2.3. A verified USI provided

4.9.3. AC must retain records of AQF certification documentation and outcomes for 30 years, assessment evidence for two years from the date of competency judgement, with secure backup systems (see Electronic Publishing and Resource Use Policy).

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## 5. Roles and Responsibilities

The following roles and responsibilities apply in relation to this policy:



- 5.1. **Registrar:** The Registrar is responsible for oversight of graduation processes and ensuring policy compliance. The Registrar is also responsible for ensuring this policy is reviewed regularly and remains aligned with institutional and legislative requirements, and coordinating communication of policy revisions to stakeholders.
- 5.2. **Registry:** Registry is responsible for reviewing student eligibility to graduate by confirming program completion, financial standing, and conduct status. Registry is also responsible for coordinating the collation and reporting of graduands for endorsement by the Academic Board and approval by Council and for maintaining accurate graduation records. Registry is also responsible for communicating with graduands regarding ceremony options, in absentia procedures, and document collection. They are also responsible for maintaining the Register of Graduates and managing requests for replacement certification, issuing final academic documentation to graduates, including Testamurs and transcripts, and managing deferral requests and alumni engagement records.
- 5.3. **Program Director:** Program Directors are responsible for verifying that students have met all course requirements for their enrolled award and for approving graduation eligibility before final conferral processes.
- 5.4. **Accounts Department:** The Accounts Department is responsible for confirming whether any outstanding financial obligations may affect a student's eligibility to graduate.
- 5.5. **Library Department:** The Library Department is responsible for confirming that all books have been returned and there are no outstanding loans.
- 5.6. **Academic Board:** Academic Board is responsible for endorsing the list of eligible graduates prior to final conferral and for ensuring academic standards are maintained throughout the graduation process.
- 5.7. **AC Council:** AC Council is responsible for conferring qualifications on eligible HE students as the official awarding authority and for ensuring the integrity of graduation processes and the issuing of AQF qualifications.

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## 6. Procedures

### 6.1. Reviewing Student's Eligibility to Graduate

- 6.1.1. The Registry will oversee the review of a student's eligibility to graduate, and they are responsible for confirming that:
  - a. The Program Director has checked the student has meet the course requirements of the award as prescribed in the award's regulations.
  - b. The Accounts Department confirms that the student has no financial debt.
  - c. There are no current suspensions or exclusions.
  - d. All borrowed books have been returned to the Library and there are no outstanding loans;
  - e. There are no outstanding proceedings related to allegations of Student Misconduct;
  - f. They have not already graduated from the award.
  - g. The student has provided a verified student identifier (USI);
- a) The 30-day deadline is met for VET graduates.
- 6.1.2. Students who are identified as eligible to graduate will be:
  - 6.1.2.1. Graduated automatically if a VET student OR
  - 6.1.2.2. contacted by Registry to confirm whether:
    - i. they will graduate in person
    - ii. they will graduate in absentia
    - iii. they wish to continue with their studies and not graduate at this time.



6.1.3. Students who do not confirm their preference for graduating will graduate in absentia.

## 6.2. Issuance of AQF Certification Documentation by AC:

Registry is responsible for quality checks before issuance.

### 6.2.1. HE Graduates

- a. AC will provide digital testamurs and academic transcripts for each graduating student which will be available via My eEquals
- b. Students who request printed documents will receive these at their graduation ceremony or request the documents be mailed to them.

### 6.2.2. VET Graduates

- a. AC will provide digital testamurs and academic transcripts for each graduating student which will be available via My eEquals.
- b. Digital copies of digital testamurs and academic transcripts are stored in the student management system and can be accessed through the student gateway.
- c. With written consent from the student, the electronic copies may be emailed in a batch to a Third-Party, or a Local Church College that the student has been associated with during their studies.
- d. All AC students who hold a verified USI, and whose results have been reported into the USI system, will be able to access their records through the USI system.

## 6.3. Issuance of Replacement HE Certification Procedure

6.3.1. If an original printed certification has been lost, stolen, mislaid, destroyed or damaged after the graduate has received it. AC will provide a replacement printed Testamur and/or academic transcript. Graduates requiring a replacement Testamur and/or academic transcript that has been lost, stolen or destroyed must complete and submit an application form (with identity verification requirements),, with the appropriate fee to the Registry. If the replacement is required because the original documentation has been damaged, then the damaged document must be returned prior to issue of the replacement. If the original document has been returned, it will be destroyed after the production of a replacement document.

6.3.2. Replacement certification documents are issued by the Registry on payment of a fee by the graduate. The word "REPLACEMENT" is printed on the Testamur. Replacement certification documents are to be distributed either in person or by registered mail.

6.3.3. Details of all replacements are recorded by way of a note in the Register of Graduates.

## 6.4. Graduation Awards

6.4.1. AC 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 on the AC website.

## 6.5. Verification Requests

6.5.1. AC will verify certification when requested by employers, other RTOs or HE institutions, government bodies, provided the requester has the appropriate permission.

## 6.6. Recordkeeping and Retention:

6.6.1. Registry is to maintain the Register of Graduates

6.6.2. Registry to securely store issued AQF certification documentation in My eEquals and the SMS.



6.6.3. For historical records, documentation is maintained in SharePoint (for students from previous SMS systems).

6.6.4. All issued certification documentation is to be retained for a period of 30 years, in accordance with regulatory requirements.

**6.7. Monitoring**

6.7.1. This policy will be regularly monitored, overseen by the Quality and Assurance Committee to ensure AC is issuing accurate, compliant, secure, and timely certification documentation to all eligible students across higher education and VET programs.

**7. Responsible for implementation**

7.1. Registrar

**8. Related AC Policies or Documents, Standards and Legislations**

**8.1. AC Policies or Documents**

- 8.1.1. Academic Integrity and Misconduct Policy
- 8.1.2. Community Engagement Award Policy
- 8.1.3. Delegations Policy
- 8.1.4. Distinguished Alumni Awards Policy
- 8.1.5. Exclusion from a Course or Subject Policy
- 8.1.6. Library Policy
- 8.1.7. Fees, Payments and Tuition Assurance Policy
- 8.1.8. AC Application to Graduate Form
- 8.1.9. AC Graduation Awards Supplement Form

**8.2. Relevant Standards and Legislation**

- 8.2.1. Higher Education Standards Framework: 1.5
- 8.2.2. Outcome Standards for Registered Training Organisations 2025:
- 8.2.3. National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025: Division 2 Standard 11
- 8.2.4. Credential Policy (Standards for Registered Training Organisations)
- 8.2.5. NRT Logo Conditions of Use Policy (Schedule 2)
- 8.2.6. Higher Education Support Amendment (2023)

**9. Review and Revision**

9.1. This policy will be reviewed by the Registrar on a regular basis in accordance with the Policy Development and Review Policy. Any proposed changes will be tabled at the approving committee for consideration. Revisions will be communicated to all relevant stakeholders once approved.

**10. History of approval and amendments**

<b>Policy owner</b>	Registrar
<b>Policy category</b>	Academic: Quality Assurance Committee



<b>Policy status</b>	Approved
<b>Approval Body</b>	Academic Board
<b>Endorsement Body</b>	Quality Assurance Committee
<b>Approval Date</b>	2026.03.31
<b>Last Review Date</b>	2026.01.31
<b>History of Policy Amendments</b>	
V2 2024.10.21	The change of policy ownership from QAC chair to Registrar
V3 2025.10.20	Transferred policy to new policy template, added definitions, updated roles and responsibilities, amended procedure so that graduation is opt out rather than opt in
V4 2026.01.31 Motion: AB2026-03-M06	Update to VET graduation and certification requirements to align with the new Standards for RTOs 2025 (Compliance Requirements 9–12) Update name of policy; Clarity of the scope of the policy to include both graduation and the issuing of qualifications

*Add a new row for each version of the policy. Do not remove previous changes.*

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## Appendices

- N/A