

Qualifications Policy Version 2.0

1. Purpose

This policy sets out the arrangements at Nexus Institute of Higher Education for the graduation of students and for issuing academic records.

The policy should be read in conjunction with

- Assessment Policy
- Enrolment Policy.

2. Scope

The policy applies to all graduation ceremonies conducted by Nexus Institute and all academic records issued by Nexus Institute.

3. Definitions

Academic transcript. The official record of a student's study at Nexus Institute. It covers all subjects attempted.

Australian Higher Education Graduate Statement (AHEGS). The AHEGS is a description of a higher education qualification which includes descriptions of the nature, level, context and status of the studies undertaken as well as information about the education system to which the qualification belongs.

Completion date. The date determined by the Board of Examiners following the final study period of the course in which the student is enrolled, or the date on which a nested (exit) award is approved.

Completion letter. A letter confirming that a student has satisfied the requirements of an award, issued in the period before the award is conferred.

Statement of Attainment. A statement which may be issued to students who have discontinued an accredited course without completing, but who have completed a subject or subjects at Nexus Institute.

Testamur. The official document bearing the seal of Nexus Institute stating that the student has successfully completed the award named on the testamur.

4. Policy statement

Nexus Institute is committed to ensuring the accuracy and authenticity of all issued documents that record details of students' academic information. Falsification of academic records is a serious offence.

Students are eligible to graduate with the Nexus Institute qualification from the course in which they are enrolled if:

- all requirements for the version of the course in which the student is enrolled have been met
- no financial debt is owed to Nexus Institute
- there is no current suspension, exclusion or expulsion penalty on their record

- they have not already graduated from that award.

Academic records will not be supplied to students who are financially indebted to Nexus Institute, until the debt has been resolved.

To protect certification documents against fraudulent issue and unauthorised reproduction, all certification documents are printed on special paper which can be verified to be the original document and signed by the CEO. Nexus Institute will not provide scanned copies of certification documents. In addition, the testamur is signed by the Chair of the Board of Directors and issued under the Nexus Institute seal.

Nexus Institute reserves the right to rescind a qualification, including but not limited to, the following circumstances:

- where it has been identified and proven that the qualification was inappropriately obtained through fraudulent or dishonest activities; or
- an administrative error has resulted in the incorrect conferral of a qualification.

Where a qualification has been rescinded, the testamur and any other official certification document must be returned to the Institution.

5. Procedures

Graduation. A student who has successfully completed the requirements for a qualification will be invited to attend as a graduand at the first Graduation Ceremony following completion of requirements for that qualification. A cut-off date for response will be included in the invitation to attend. A graduand who does not attend that Graduation Ceremony will graduate in absentia.

A graduate who has not attended the Graduation Ceremony at which he or she has graduated in absentia may request to attend the following Graduation Ceremony to be presented as a graduate.

The Graduate Register is a complete listing of all Nexus Institute graduates and their unique graduation numbers. There is a link to the Graduate Register on the Nexus Institute website which allows other organisations to check the legitimacy of the qualifications by providing identifying details for the graduate.

Posthumous awards. The Board of Directors may confer a qualification as a result of death or permanent incapacity. To be eligible for consideration the student must:

- have successfully completed at least 50% of the course requirements for the course in which they were enrolled; and
- have been in good academic standing such that eventual graduation was expected.

The Executive Dean will prepare a recommendation for consideration by the Academic Board and subsequent approval by the Board of Directors. Upon approval by the Board of Directors, the student's next of kin is contacted. Should the next of kin accept the proposal, the student's name is included in the list of graduands at the next available graduation ceremony and, where practical, the qualification be presented to the next of kin.

Testamur. A testamur is provided to a student upon conferral of each award for which they have qualified that is presented at a graduation ceremony or supplied to graduates who choose to graduate in absentia.

The testamur states the full title of the qualification awarded and the area of specialisation where that is identified in the award. A testamur

- Includes the full title of the qualification awarded and the area of specialisation
- is issued under the Nexus Institute seal;
- is signed by the Chair of the Board of Directors and the CEO
- includes the graduate's full name and a unique student reference number
- includes the date of conferral
- provided the qualification is recognised in the Australian Qualifications Framework, certification with either the logo of the Australian Qualifications Framework or the words, 'This qualification is recognised within the Australian Qualifications Framework'.

Academic transcript. A full academic transcript is provided at the completion of an award and at other times at the request of individual students, and/or graduates, on a fee for service basis.

Academic transcripts provided to graduates will contain the following information:

- personal identification which is limited to the student's name, date of birth, as recorded in the student management system and a unique student identification number
- the full name of the academic award conferred
- a description of a specialisation or a major study where relevant
- a record of all enrolled subjects completed at Nexus Institute for each study period with subject code and full subject name as part of the award conferred, including any failed subjects and all instances of repeated subjects undertaken, including grades
- an explanation of the grading system used
- weighting of each subject based on credit point values for all successfully completed subjects
- a record of any credit granted for prior learning as part of the award conferred.

Full academic transcripts provided to students during their studies will contain in addition the following information:

- academic awards conferred and/or awards completed and yet to be conferred
- a record of all enrolled subjects at Nexus Institute, including any failed subjects, and all instances of repeated subjects undertaken, including grades
- all incomplete awards in which the student has been, or is currently, enrolled.

An academic transcript is signed by the CEO.

Australian Higher Education Graduation Statement (AHEGS). The AHEGS contains, contains the following information:

- the awarding institution (Nexus Institute)
- the full name of the person to whom the documentation applies
- the date of issue
- the name and office of the person authorised by the higher education provider to issue the documentation
- the full name of all courses and subjects undertaken and when they were undertaken and completed
- credit granted through recognition of prior learning

- the weighting of subjects within courses of study
- the grades awarded for each subject undertaken
- an explanation of the grading system used
- 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
- 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
- provided the qualification is recognised in the Australian Qualifications Framework, certification with either the logo of the Australian Qualifications Framework or the words, 'This qualification is recognised within the Australian Qualifications Framework'.

Completion letter. A completion letter is a certification stating that the student has satisfied the requirements for a specified qualification (subject to authorisation by the Board of Directors). It may be issued by Nexus Institute, upon request, on a fee for service basis, by application to the Registrar.

A completion letter is intended only as interim confirmation that a qualification is completed, and so may only be issued to a student during the period after completion of their qualification requirements and before the award is conferred by Nexus Institute. It is not an official conferral of the award by Nexus Institute.

The completion letter will include the following details:

- personal information including student name as recorded in the student management system and Nexus Institute student ID number
- date student met all course requirements
- course code and CRICOS code
- award title
- date course of study commenced
- date course of study concluded
- full- or part-time study.

Statement of Attainment. A statement of attainment may be issued to students who do not complete an award but have completed a subject or subjects from a Nexus Institute award or program.

The Statement of Attainment will include:

- personal information including student name as recorded in the student management system and the Nexus Institute student ID number
- a record of all enrolled subjects completed at Nexus Institute for each study period with subject code and full subject name, including any failed subjects and all instances of repeated subjects undertaken, including grades
- weighting of each subject based on credit point values for all successfully completed subjects
- a record of any credit granted for prior learning
- date of issue.

The Statement of Attainment is signed by the Registrar.

The Statement of Attainment is issued in a form that ensures it cannot be mistaken for a testamur or a full AQF qualification. It will include the statement 'A Statement of Attainment is issued when an individual has completed one or more accredited subjects.'

Awards with Distinction. Graduands from Nexus Institute awards who achieve a grade point average of more than 4.0 in the subjects completed at Nexus Institute for their degree will be awarded their degree with Distinction.

Replacement Academic Records. Where an original testamur, transcript or AHEGS has been lost, damaged or destroyed, or where the recipient's name has changed in the Student Management System record, a replacement may be issued by Nexus Institute, upon request, on a fee for service basis by application to the Registrar.

Nexus Institute will require evidence to verify the identity of the person requesting the replacement document.

A new testamur will be identified as a replacement by inclusion of the following statement: "Replacement issued ... (dated)" and signed by the Registrar.

A graduate issued with a new document because of a change of name will have all key administrative records held by Nexus Institute amended to reflect the new name.

Nested and exit awards. Courses may contain nested awards (for example, a Diploma or an Associate Degree nested within a Bachelor Degree).

A student who intends to continue their studies may apply to graduate with a nested award in their course when they have successfully completed the necessary requirements and are eligible to graduate. Nexus Institute will not invite the student to attend a graduation ceremony under such circumstances if the student does not make an application.

A student who is not making satisfactory academic progress in their course may graduate with a nested award as an exit award if they have successfully completed the necessary requirements. Nexus Institute will advise the student if this option is available.

6. Roles and responsibilities

Awards are conferred by the authority of the Board of Directors on the recommendation of the Academic Board. The Board of Directors will approve the time and place of graduation ceremonies.

The Registrar prepares a certified list of graduands for consideration by the Academic Board and Council. Academic records are produced under the authority of the Registrar. The Graduate Register is maintained by the Registrar and updated by the Registrar in accordance with results approved by the Board of Directors

Results in subjects are approved by the Board of Examiners which meets at the conclusion of each study period. After the meeting of the Board of Examiners, late results and changes of grade may be approved by the Executive Dean and subsequently ratified by the Academic Board. The completion date for awards is determined by the Board of Examiners.

In exceptional circumstances where course changes result in a student not being able to complete one or more named subjects in a course, the Academic Board, on the recommendation of the Executive Dean, may approve the substitution of one or more subjects in the course provided that:

- academic integrity, course learning outcomes and professional accreditation of the course are not compromised
- a clear academic rationale for each substitution has been provided.

7. Related information

- Higher Education Standards Framework (Threshold Standards) 2021
- Guidelines for the Presentation of the Australian Higher Education Graduation Statement (February 2022)

8. Document control

Category	Operational
HESF Standard	1.5, 7.3.3
Policy name	Qualifications Policy
Policy owner	Registrar
Policy approver	Board of Directors on the recommendation of the Academic Board
Date of approval	Academic Board 21 May 2025; Board of Directors 20 June 2025
Date of next review	1 June 2028
Change log	Version 0. Original version created on 28 December 2023.
	Version 1. Feedback from Board of Directors incorporated on 14 Jan 24.
	Information relating to the AHEGS added on 4 August 2024.
	Feedback from Academic Board added on 10 August 2024.
	Version 2 (10 May 2025). Expanded description of Australian Higher Education Graduation Statement. Added explanation of grades to contents of Transcripts and Education Statements, reference to AQF certification, rescission of qualifications and posthumous awards. Expanded statement of measures to protect certification documents.