

Conferral Policy

Policy Title	Conferral Policy
Classification	Student Policy Library
Reference Code	SPL0018
Version	1
Approval By	Academic Board
Approval Date	15 May 2026
Effective Date	15 May 2026
Review Date	15 May 2029

Scope

1. Nan Tien Institute (NTI) issues a range of official documents that form part of a student's academic record. The purpose of this policy is to:
 - a) establish appropriate, consistent and secure processes and standards for the conferral and issuance of all certification documents;
 - b) ensure that all production and release of documents processes are protected and comply with NTI policies and the requirements of the Australian Qualifications Framework (AQF);
 - c) maintain assurance of the authenticity of certification documentation issued by Nan Tien Institute; and
 - d) comply with the Higher Education Standards Framework (Threshold Standards) 2011 – Standard 1.5 Qualifications and Certification and 6.2.1h Corporate Monitoring and Accountability.

Definitions

Australian Qualifications Framework (AQF)	National framework for regulated qualifications in Australian education and training. It provides a coherent structure of qualification levels and learning outcomes that supports consistency, quality assurance, and the recognition of qualifications across vocational education and training, and higher education in Australia.
Award	A course recognised by AQF and approved by the delegated authority as a degree offered at NTI.
Course	A course of study offered by NTI leading to an AQF qualification.
Conferral	The act of officially granting an award.
Non-award	Enrolment in one or more subjects without being enrolled in a full course that leads to a formal qualification.

USI	Unique Student Identifier
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Policy Statement

2. NTI issues qualifications in compliance with the Higher Education Standards Framework (Threshold Standards) 2021 standard 1.5 and the AQF Qualifications Issuance Policy, that set out the standards for formal academic records issued by higher education providers.
3. NTI is committed to maintaining the accuracy, integrity and authenticity of all official documents that record students' academic information. This commitment is aligned with the AQF Qualifications Issuance Policy, which requires all official documents issued by higher education providers to be:
 - a) distinguishable;
 - b) traceable;
 - c) authenticable; and
 - d) designed to prevent unauthorised and/or fraudulent reproduction.
4. Falsification of NTI official documents undermines the integrity and reputation of NTI, as well as that of its students and graduates. Any student suspected of falsifying official NTI documents will be handled in accordance with the Student Misconduct Policy. Individuals who falsify documents covered by this policy may also be subject to prosecution under relevant provisions of the Crimes Act 1900.

Systems and Procedures

CONFERRAL OF NTI QUALIFICATIONS FOR AWARD COURSES

5. To be eligible to graduate with an award from NTI, students must satisfy all of the following conditions:
 - a) the student has met all course requirements, taking into account any approved variations to course requirements;
 - b) the student has no outstanding tuition or non-tuition fees owed to NTI;
 - c) the student has provided a valid USI to NTI, unless exempt in accordance with USI rules; and
 - d) the student is not under investigation for misconduct.
6. The Director, Student Services will identify eligible students who have fulfilled the requirements for completion of an award and add these students to the list of candidates for award for submission to the Education Committee.
7. The Education Committee will endorse the list of candidates for award. The endorsed list will then be signed off by the Academic Dean and recommended to the Board of Directors for conferral. A copy of this list will also be presented to the Academic Board for noting.
8. The Board of Directors approves the conferral of the awards on the recommended list of candidates for award.
9. The conferral date will be printed on the testamur and final academic transcript, and certifies the admission of the student to the award of NTI. The conferral date will be the date the Board of Directors approves the conferral.

REVOCATION OF NTI QUALIFICATIONS FOR AWARD COURSES

10. An award may be recommended for revocation by the Board of Directors under any of the following circumstances:
 - a) the award was conferred as a result of fraud or dishonesty;
 - b) the student has been found to have engaged in major misconduct, following a formal investigation

under the Student Misconduct Policy or the Student Academic Integrity and Academic Misconduct Policy; or

- c) an administrative or procedural error by NTI resulted in the student being granted an award for which they were not eligible.
11. The student will be notified in writing of the revocation of their award. From the date of this written notice, the student is no longer entitled to claim, imply, or represent that they are the recipient of the revoked award.
 12. Within ten (10) working days of receiving the written notice of revocation, the student must surrender to NTI, in person or via registered mail, all hardcopy official documents issued in relation to the revoked award. The student must also destroy or return any copies or other forms of representation of the award that has been revoked.
 13. An administrative error made by NTI during the conferral process that does not alter the award name but affects other information displayed on the official documents will not result in a recommendation for revocation of the award. Instead, NTI will amend the student's records to reflect the correct details. In such cases:
 - a) the student must surrender, in person or by registered post, all originally issued hardcopy official documents containing incorrect conferral information within ten (10) working days of receiving notice of the correction; and
 - b) corrected hardcopy official documents will be issued to the student within four (4) weeks.

OFFICIAL AWARD DOCUMENTS

14. NTI provides graduates with the following official documents:
 - a) testamur – confirming the official course name, specialisation (where applicable), and the merit descriptor *with Distinction* (where applicable);
 - b) academic transcript – containing the official course name and any specialisation (where applicable); and
 - c) Australian Higher Education Graduation Statement (AHEGS) – containing information pursuant with the *Guidelines for the Presentation of Australian Higher Education Graduation Statements*.
15. All official documents will be provided to graduates in hardcopy format and will incorporate the following security features:
 - a) Testamurs – watermark, seal and a security serial number
 - b) Academic transcripts – watermark and official stamp
 - c) Australian Higher Education Graduation Statements (AHEGS) – official stamp
16. NTI maintains a register of all issued testamurs, including their associated security serial numbers.
17. All NTI official documents will be generated using only the English (Roman) character set with Standard English punctuation marks.
18. Students whose awards have been conferred will receive their official documents at the next scheduled graduation ceremony. Students who elect to graduate in absentia will have their official documents posted to them at a mailing address they have confirmed.
19. One (1) testamur, one (1) academic transcript and one (1) AHEGS will be provided free of charge to students upon graduation.
20. The Student Services Office may issue academic transcripts, or copies of academic transcripts and testamurs, to students, former students or graduates on a fee for service basis at any other time, in accordance with the Fees and Charges Register under the Fees, Charges and Refunds Policy.
21. All official documents will display the student's name exactly as recorded in the NTI Student Management System, based on the official identification document provided by the student. Requests to amend the name appearing on official documents must be submitted in writing and accompanied by certified official documentation verifying the name change. Replacement documents issued as a result of an approved name change will be provided on a fee for service basis, in accordance with the Fees

and Charges Register under the Fees, Charges and Refunds Policy.

DOCUMENTS FOR COMPLETION OF NON-AWARD STUDIES

22. NTI will issue official documentation to students upon completion of non-award studies as follows:
 - a) Certificate of Attendance – issued to auditing students who have participated in a subject but have not completed any formal assessments
 - b) Certificate of Attendance and academic transcript – issued to non-award students who have completed all required assessments for a subject and have been awarded a subject grade and associated credit points
23. All official documents for non-award studies will be provided to students in electronic (soft copy) format.

ROLES AND RESPONSIBILITIES

24. The Director, Student Services is responsible for identifying students who have met all the eligibility criteria for award conferral and for providing the list of these candidates for award to the Education Committee. The Director, Student Services is also responsible for ensuring the integrity, format and security of all official documents issued by NTI.
25. The Education Committee is responsible for approving the list of candidates for award as having satisfied the academic requirements of the award in which they were enrolled, and recommending the conferral of awards to the Board of Directors.
26. The Board of Directors is responsible for conferring awards on the recommendation of the Education Committee.
27. The President and another delegate of the Board of Directors are responsible for signing the testamurs. The Academic Dean is responsible for signing the academic transcripts. The Director, Student Services is responsible for signing the AHEGS.
28. The Student Services Office is responsible for administering this policy, including the issuance of awards and official documents, and the management of student systems in accordance with the requirements outlined in this policy.
29. The Education Committee and the Academic Board are responsible for monitoring the implementation and ongoing effectiveness of this policy.

Legislation and Regulation

Higher Education Standards Framework (Threshold Standards) 2021

AQF Qualifications Issuance Policy

Crimes Act 1900

SPL0005 Privacy Policy

G0004 NTI Governance Charter

Attachments

Version History

Policy Number	Date of Issue	Approver	Next Review	Version
SPL0018	15/05/2026	Academic Board	15/05/2029	1