



TIIS
THE INSTITUTE
OF INTERNATIONAL
STUDIES



Graduation Policy and Procedure

The Institute of International Studies Pty Ltd

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1. Purpose

The purpose of this policy is to establish the principles and requirements governing the graduation and conferral of awards at The Institute of International Studies (TIIS). It ensures that the awarding of all qualifications is conducted fairly, transparently, securely, and in full compliance with the Higher Education Standards Framework (Threshold Standards) 2021 (HESF), the Australian Qualifications Framework (AQF), and other relevant legislation.

This policy also reinforces TIIS's commitment to maintaining the integrity of academic awards, the authenticity of certification documentation, and the recognition of student achievement through equitable and inclusive graduation ceremonies.

2. Scope

This policy applies to all:

- Current students, graduands, and graduates of TIIS award courses (coursework and research);
- Nested qualifications within an AQF-accredited suite (e.g., Graduate Certificate, Graduate Diploma, Master's);
- Staff involved in academic results verification, award approval, and certification administration.
- References to "students" in this policy and related procedures include students and/or candidates, unless explicitly stated otherwise.

3. Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

4. Policy Statement

TIIS is committed to ensuring that all students who have fulfilled the academic and administrative requirements of their course are conferred their qualification in a timely, accurate, and compliant manner.

This policy is aligned with:

- HESF Standard 1.4 – Learning Outcomes and Assessment.
- HESF Standard 1.5 – Qualifications and Certification; and
- HESF Standard 5.3 – Monitoring, Review and Improvement.

TIIS upholds the integrity, security, and recognition of all AQF qualifications conferred, and ensures consistency with TEQSA accreditation conditions and sector best practice (e.g., Curtin University, Deakin University).

5. Principles

5.1 Academic Integrity and Quality Assurance

TIIS will ensure the integrity of AQF qualifications through rigorous academic governance and continuous quality assurance processes across course delivery, assessment, and certification.

5.2 Confirmation of Graduate Achievement

TIIS will confirm the development of graduate attributes and the achievement of course learning outcomes prior to the conferral of any AQF qualification.

5.3 Authorised Conferral

The Board of Directors formally approves the conferral and issuance of AQF qualifications on the recommendation of the Academic Board, ensuring academic integrity and governance oversight.

5.4 Accreditation and Recognition

All TIIS qualifications recognised within the AQF are accredited by the Tertiary Education Quality and Standards Agency (TEQSA) and comply with national standards for award titles, learning outcomes, and certification documentation.

5.5 Issuance of Certification Documentation

- TIIS will issue authorised testamurs, completion letters, and official academic transcripts to all eligible graduates upon completion of the requirements for their AQF qualification, once all eligibility and regulatory requirements are satisfied.
- Students who complete multiple qualifications within a nested suite (e.g., Graduate Certificate, Graduate Diploma, Master's) will be issued all applicable certification documentation for each completed qualification.
- For ceremonial purposes, such students will be recognised only once — for their highest award — consistent with sector norms, while still receiving documentation for subsidiary awards.

This ensures efficiency, compliance, and responsiveness to diverse student needs (e.g., visa, employment, or professional registration requirements).

5.6 Record of Results for Non-Completers

Where a student does not complete an AQF qualification and withdraws from their course, TIIS will issue an official academic transcript or alternative authorised record of results as appropriate, in accordance with HESF 1.5.4.

5.7 Certification Security and Design

All TIIS certification documentation will be secure, verifiable, and resistant to fraud, incorporating appropriate security features, institutional branding, and authorised signatures, as per the AQF Qualifications Issuance Policy and HESF 1.5.3.

5.8 Register of Qualifications Issued

TIIS maintains a secure and auditable Register of Qualifications Issued, recording all testamurs, transcripts, and completion letters, in compliance with HESF 1.5.5 and internal data integrity protocols.

5.9 Access to Academic Records

TIIS provides students with access to an authorised record of results for all subjects undertaken. Students may generate unofficial transcripts at any time through the student portal and request official transcripts for a prescribed fee prior to completion.

5.10 Revocation of Awards

TIIS reserves the right to revoke the conferral of a qualification if it is subsequently determined that the award was obtained through fraudulent, dishonest, or unethical academic or research practice, in accordance with the Revocation of Awards Rule.

6. Graduation Eligibility

To be eligible for graduation, a student must:

- Successfully complete all academic requirements of the course as approved by the Academic Board;
- Settle all outstanding fees and debts to TIIS;
- Return all TIIS property (e.g., library materials, equipment);
- Complete all required administrative and exit procedures; and
- Provide a verified Unique Student Identifier (USI), where required under law.

Upon meeting these conditions, students are recommended for conferral by the Board of Examiners, endorsed by the Academic Board, and formally approved by the Board of Directors.

7. Graduation Ceremonies

The graduation ceremony is primarily a symbolic recognition of achievement.

Graduates eligible for multiple nested awards will be recognised only once for their highest qualification.

Documentation for subsidiary awards (e.g., Graduate Diploma) will still be issued and recorded, but no separate presentation will occur.

This approach aligns with sector-wide practice and ensures a dignified, streamlined event experience.

7.1 Frequency and Inclusivity

TIIS will hold at least one formal graduation ceremony in Australia each calendar year and may conduct additional ceremonies offshore or in collaboration with partner institutions as approved by the CEO.

7.2 Equitable Participation

TIIS is committed to providing all eligible students with the opportunity to participate in a graduation ceremony and will make reasonable adjustments to accommodate graduates or staff with disabilities or special circumstances.

7.3 Eligibility to Participate

Only students who have met all academic and administrative requirements, and whose awards have been formally approved by the Academic Board, may participate in the graduation ceremony or hire academic regalia.

7.4 Ceremonial Recognition for Nested Awards

Students eligible for multiple qualifications within a nested suite may participate only once per qualification level; those completing a higher award (e.g., Master's) will be recognised for that qualification, while still receiving documentation for lower awards.

7.5 Academic Regalia

Students and staff participating in graduation ceremonies must wear the appropriate TIIS academic regalia, as specified in Appendix 1 of the Awards and Graduation Procedure.

7.6 Notice and Registration

TIIS will provide timely notice of graduation ceremony dates and registration procedures through its official website and direct communication to eligible students.

7.7 Special and Honorary Awards

TIIS may confer special or honorary distinctions at the ceremony, including:

- Academic Excellence Awards
- Teaching Excellence Awards
- Honorary Doctorates
- Emeritus Professor titles

Such recognitions are subject to Academic Board and Board of Directors approval.

8. Related Documents

- Graduation and Certification Procedure
- AQF Qualifications Issuance Policy
- Academic Board Terms of Reference
- Revocation of Awards Rule
- Records Management Policy

9. Legislative and Regulatory References

- *Higher Education Standards Framework (Threshold Standards) 2021*, Sections 1.4, 1.5, and 5.3
- *Australian Qualifications Framework (AQF)*
- *Tertiary Education Quality and Standards Agency Act 2011*
- *Privacy Act 1988 (Cth)*
- *TIIS Quality Assurance Framework*

10. Graduation and Certification Procedure

This procedure establishes a transparent and compliant framework for the conferral of awards at the Institute of International Studies (TIIS), including the issuance of authorised testamurs, completion letters, and academic transcripts to all eligible graduates. It ensures full compliance with the Higher Education Standards Framework (Threshold Standards) 2021, particularly Section 1.5 (Qualifications and Certification), and reflects best practice across the Australian higher education sector.

10.1 Scope

This procedure applies to:

- All coursework and research students who have completed the requirements of an AQF-accredited course at TIIS, including nested qualifications (e.g., Graduate Certificate, Graduate Diploma, Master's).
- All staff involved in results verification, award approval, certification issuance, and graduation ceremony organisation.
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10.2 Statement

TIIS ensures that all graduates:

- Receive authentic, secure, and accurate certification documentation (testamur, completion letter, transcript) for each qualification awarded, including all completed qualifications within a nested suite.
- Have their awards formally approved and conferred by the Board of Directors, following due endorsement by the Academic Board and Board of Examiners.
- Are recognised equitably at official graduation ceremonies while maintaining compliance with regulatory and academic integrity standards.

10.3 Roles and Responsibilities in the Graduation Procedure

Role	Duties and Responsibilities
Academic Dean	• Convene the Board of Examiners at scheduled intervals. • Verify completion of all academic requirements. • Recommend eligible graduands to the Academic Board for conferral. • Co-sign, jointly with the Chief Executive Officer, all official testamurs issued by TIIS.
Board of Examiners	• Review and approve final results. • Confirm student eligibility for graduation. • Refer verified results to the Academic Board for endorsement.
Academic Board	• Endorse the list of eligible graduands. • Recommend award conferral to the Board of Directors. • Ensure quality assurance and compliance with award standards. • Confirm that recommended awards satisfy academic integrity requirements prior to referral to the Board of Directors.
Board of Directors (BoD)	• Formally approve and authorise the conferral of qualifications upon recommendation of the Academic Board. • Ensure all awards align with AQF and HESF standards. • Monitor compliance and effectiveness of graduation processes.
Chief Executive Officer (CEO)	• Serve as institutional co-signatory, jointly with the Academic Dean, on all official testamurs. • Ensure overall compliance with certification and governance requirements. • Oversee all operational aspects of graduation administration.
Registrar	• Manage all administrative aspects of the graduation process, including student eligibility, documentation issuance, and event logistics. • Issue authorised testamurs, transcripts, and completion letters following approval. • Serve as the sole authorised signatory of all official academic transcripts issued by TIIS. • Maintain the secure Register of Qualifications Issued. • Ensure compliance with USI, data integrity, and security standards.

10.4 Graduation General Guidelines

- a) Each student is entitled to one free copy of a testamur, completion letter, and academic transcript for every completed AQF qualification.
- b) TIIS will issue a testamur, completion letter, and academic transcript for every AQF-recognised qualification completed within a nested award structure, regardless of whether the student progresses to a higher-level award. This is in accordance with the Higher Education Standards Framework (Threshold Standards) 2021 Section 1.5. No student shall be denied documentation for any completed award, provided all course requirements are met and any associated fees paid.
- c) For the graduation ceremony, students eligible for multiple awards within a nested suite (e.g., Graduate Diploma + Master's) will be formally recognised once, with the highest qualification presented at the ceremony. Subsidiary awards will still be documented but not separately presented, consistent with best practice in the industry.
- d) This approach ensures efficient ceremony management while fulfilling regulatory and student needs for visa, employment, and professional registration documentation.
- e) Additional certified copies may be purchased upon payment of the prescribed fee(s).
- f) The Academic Dean will convene the Board of Examiners at set intervals to verify results and recommend awards for approval.
- g) Testamurs will be issued only after formal Board of Directors approval. For integrity reasons, TIIS does not issue testamurs or transcripts electronically.
- h) Postnominals may be used after formal approval of the qualification (see Appendix 1).
- i) Fees, administrative forms, and processing timelines for issuing documentation of subsidiary/exit awards (e.g., testamur, transcript, completion letter) are published annually on the TIIS website and provided in student handbooks. Requests for subsidiary award documentation when continuing into a higher qualification are subject to the published fee schedule
- j) Students can access unofficial academic transcripts online via the TIIS learning platform at any time. Academic transcripts for students progressing from subsidiary to principal awards in nested programs will list all completed units—including those credited or transferred from a lower qualification—with full subject names, grades, and completion dates. Credit transfers will specify the source and result, avoiding generic RPL/Credit designations where a grade was earned.
- k) Students withdrawing before completing a full qualification are entitled to receive a testamur (where a lower award is completed) and two official transcripts free of charge.
- l) All testamur issuance is subject to:
 - i. Full payment of outstanding fees; and
 - ii. Provision of a verified Unique Student Identifier (USI), as required under Commonwealth legislation.
- m) TIIS records every qualification issued in the Register of Qualifications Issued, maintained securely by the Registrar.

10.5 Eligibility and Conferral

- A. A student is eligible for award conferral once all academic and administrative requirements for the course are met, including:
 1. Completion of all prescribed units;
 2. Final results approved by the Board of Examiners;
 3. Approval by the Academic Board;
 4. Payment of all outstanding fees;
 5. Provision of a verified Unique Student Identifier (USI), where required.
 6. Graduands may use the postnominal for the qualification upon formal approval of the qualification. See Appendix 1 for TIIS postnominals.

- B. Students will receive one free copy of:
 - An official testamur; and
 - An official academic transcript.
- C. Additional copies may be issued on request and upon payment of a prescribed fee.
- D. Students who exit with a nested qualification (e.g., Graduate Certificate or Graduate Diploma) will only receive a testamur if they meet all academic and administrative requirements.
- E. Students who withdraw from their course:
 - Are issued a transcript and, if eligible, a testamur for any completed nested qualification (subject to fee and completion conditions).
 - Are entitled to two free official academic transcripts upon withdrawal.

10.6 Content of the Testamur

In accordance with *HESF Section 1.5.3*, each testamur issued by TIIS must include:

- The full legal name of the graduate (as recorded in official enrolment records);
- The full title of the qualification conferred (as accredited by TEQSA);
- The date of conferral;
- The name and TEQSA Provider Number of TIIS (e.g., "The Institute of International Studies (TIIS) Pty Ltd – PRV14085");
- The names and titles of the two authorised signatories: the Chief Executive Officer (CEO) and the Academic Dean;
- The **TIIS seal**, unique certificate identifier, and other anti-fraud security features.

Testamurs will not be sent via email. Hard copies are issued only after conferral approval.

10.7 Content and Authorised Signatory of the Academic Transcript

In accordance with *HESF Section 1.5.3*, each official academic transcript issued by TIIS must include:

- The full legal name of the student (as recorded in official enrolment records);
- The full title of the qualification, or the individual units of study completed where a qualification has not yet been conferred;
- The units of study undertaken, together with the corresponding grades, results, and completion dates;
- The date of issue;
- The name and TEQSA Provider Number of TIIS (e.g., "The Institute of International Studies (TIIS) Pty Ltd – PRV14085");
- The name and title of the authorised signatory;
- The **TIIS seal**, unique document identifier, and other anti-fraud security features.

The Registrar is the sole authorised signatory of official academic transcripts issued by TIIS.

Academic transcripts will not be considered valid or official unless signed by the Registrar and bearing the TIIS seal.

10.8 Replacement Testamurs

Replacement testamurs are only issued if the original is lost or destroyed or the recipient has legally changed their name since the award was made. TIIS records the issuance of replacement testamurs.

All replacement testamurs are issued on the current official testamur stationery and in the current official format and will state the testamur is a “replacement copy.”

An original statutory declaration must be provided stating the need for the replacement testamur and, where possible, return the original testamur to be replaced.

A replacement testamur fee is payable.

Conditions for replacement:

- A statutory declaration and, where applicable, evidence of the name change must be provided.
- The replacement document will state "replacement copy" and use current official stationery and format.
- A replacement fee is applicable.

10.9 Attendance at Graduation

- a. Students who have satisfied the requirements of their course and have been awarded a qualification in a particular year may participate in the first available TIIS Graduation Ceremony.
- b. If a student does not participate in the first available TIIS Graduation and wishes to participate in a subsequent TIIS Graduation, they may do so, provided it is within a reasonable time from the date of issue of the testamur.
- c. Students are only permitted to participate in one TIIS Graduation for each TIIS qualification achieved.
- d. Students must complete the relevant registration process to participate in a TIIS Graduation ceremony. A graduation fee is payable by the student in respect of attendance.
- e. Students may bring guests (that is, family and friends) to the Graduation. A fee is payable by the student in respect of each guest attending the Graduation. As part of the registration process students must confirm the number of guests they wish to bring to the Graduation and then make the appropriate payment. A limited number of places will be set aside at each Graduation for each student's guests

10.10 Academic regalia

- a. Students participating in a Graduation ceremony are required to wear the appropriate TIIS academic regalia.
- b. Academic regalia can be hired on payment of the appropriate academic regalia hire fee. Academic regalia may also be purchased.
- c. Any academic regalia that has been hired through TIIS must be returned according to the terms provided at registration. Additional fees will be payable in the event of a late return or if the academic regalia is returned in a damaged condition.

10.11 Records and Compliance

- All issued qualifications will be recorded in the Register of Qualifications Issued, maintained by the Registrar in accordance with TIIS's Records Management Policy.

- Students may access unofficial transcripts via the student portal and may request official copies prior to graduation (fees apply).
- Testamurs and transcripts will only be issued after completion of all academic requirements and administrative clearances.

11. Policy Review

This policy will be reviewed every three years, or earlier if required, against current TEQSA standards, the AQF, HESF, and national best practice. Regulatory changes and external guidance will trigger an interim review.

12. Version History

Policy title	Graduation Policy & Procedure
Current version	4.1
Previous Version	A09 Graduation Awards Policy
Endorsement Body	EMT, Academic Board
Date of Creation	12 November 2025
Date of approval	15 January 2026
Date of Next Review	Three years from date of approval or earlier if required.

Version	Approved by	Approval Date	Details
1.0	Board of Directors	31 March 2016	Policy Name: Policy and Procedures – Graduation and Awards
2.0	Academic Board	10 June 2021	Recommendations approved by the Academic Board.
2.1	Chair, Academic Board	21 December 2021	Minor changes approved.
3.0	Academic Board	7 December 2023	(1) Addressed Booth's Policy Review Report by (a) removing notes and incorporated them as part of the main texts and (b) created a new section 12 – Responsibility; (2) updated persons responsible; and (3) corrected inconsistencies/minor editing.
4.0	Academic Board	15 January 2026	Policy Name: Graduation Policy and Procedure
4.1	Academic Board	13 August 2026	10.3 Roles & Responsibilities table clarified 10.7 Academic Transcript added specifying exact details and signatory.

*****END OF POLICY and PROCEDURE*****

Appendix 1 Schedule of TIIS's Award Name abbreviations (Postnominals)

Course Full Name	TIIS Postnominal
Bachelor of Business	BBus
Bachelor of Information Technology	BIT
Graduate Certificate in Business Administration	GCBA
Graduate Certificate in Information Technology	GCIT
Graduate Certificate in Professional Accounting	GCPA
Graduate Diploma in Financial Planning	GDFP
Master of Business Administration	MBA
Master of Cyber Security	MCS
Master of Professional Accounting	MPA
Master of Professional Accounting (Advanced)	MPAA

Postnominals are for award courses only.

Appendix 2 Academic Regalia/Dress Rules

a. Bachelor of Business

Hood - Oxford style and half lined in buff.

Gown - Black bachelor gown that is a full-length robe that features open bell sleeves.

b. Bachelor of Information Technology

Hood - Oxford style and half lined in tangerine.

Gown - Black bachelor gown that is a full-length robe that features open bell sleeves.

c. Graduate Certificate in Business Administration

Hood - Oxford style and half lined in buff and malachite.

Gown - Black cloth Cambridge Pattern that features long crescent sleeves with horizontal arm slits.

d. Graduate Certificate in Information Technology

Hood - Oxford style and half lined in tangerine.

Gown - Black cloth Cambridge Pattern that features long crescent sleeves with horizontal arm slits.

e. Graduate Certificate in Professional Accounting

Hood - Oxford style and half lined in buff.

Gown - Black cloth Cambridge Pattern that features long crescent sleeves with horizontal arm slits.

f. Graduate Diploma in Financial Planning

Hood - Oxford style and half lined in buff.

Gown - Black cloth Cambridge Pattern that features long crescent sleeves with horizontal arm slits.

g. Master of Business Administration

Hood - Oxford style and fully lined and edged in buff and malachite.

Gown - Black cloth Cambridge Pattern that features long crescent sleeves with horizontal arm slits.

h. Master of Cyber Security

Hood - Oxford style and fully lined and edged in tangerine.

Gown - Black cloth Cambridge Pattern that features long crescent sleeves with horizontal arm slits.

i. Master of Professional Accounting

Hood - Oxford style and fully lined and edged in buff.

Gown - Black cloth Cambridge Pattern that features long crescent sleeves with horizontal arm slits

j. Master of Professional Accounting (Advanced)

Hood - Oxford style and fully lined and edged in buff.

Gown - Black cloth Cambridge Pattern that features long crescent sleeves with horizontal arm slits.