



Graduation and Awards Policy

Web Link	
Category	Policy
Version	1.1
Policy Contact	Director of Academic Programs
Approving Authority	Academic Governance Board
Endorsing Authority	Executive Leadership Capability Advisory Committee (ELCAC)
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Related Documents	Graduation and Awards Procedures Academic Progression Policy Admission, Enrolment and Credit Policy Records Management Procedure

1. Purpose

- 1.1 This policy covers matters relating to the graduation of the Australian Institute of Police Management (AIPM) students and the issuing of AIPM qualifications for all AIPM higher education programs.

2. Scope

- 2.1 This policy applies to all students, graduands and graduates of the AIPM higher education programs.

3. Policy Principles

- 3.1. The formal documentation presented to the student following conferral is conclusive evidence of the student's success in achieving the academic standards set by the AIPM to ensure that students who are conferred with their qualification have validly met all eligibility requirements.
- 3.2. This policy establishes that the body with the authority to confer awards is the AIPM Head of School.

4. Policy Statements

- 4.1. Students are eligible to graduate from the award in which they are enrolled if:

- 4.1.1. They have met all the program requirements as prescribed in the award's regulations.
 - 4.1.2. There is no unresolved disciplinary matter being considered.
 - 4.1.3. They have not already graduated from that award.
 - 4.1.4. They have complied with all other relevant policies, procedures and rules of the AIPM applicable to students.
- 4.2. The AIPM will record and report the names of all the graduands in a list which is 1) endorsed by the Director of Academic Programs; 2) referred to the Higher Education Assurance and Regulation Committee (HEAR) for approval by the Head of School; 3) reported to the Academic Governance Board; and 4) through the Executive Leadership Capability Advisory Committee (ELCAC) reported to the AIPM Board.
- 4.3. The AIPM will maintain student records in accordance with [Records Management Procedure](#) to show who has graduated and become alumni of the AIPM.
- 4.4. The AIPM 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 pretenses.
- 4.5. The AIPM will issue qualifications for accredited programs in accordance with the Qualifications Issuance Policy of the Australian Qualifications Framework (AQF). All graduates who have completed a program of study in which they have been enrolled are entitled to receive the following certification documentation upon conferral of the qualification:
 - Testamur
 - Academic Transcript
- 4.6. Further details on the conferral, revoking and surrender of awards and issue of duplicate documentation are set out in the [Graduation and Awards Procedure](#).
- 4.7. The official program abbreviations set out in Appendix 1, Awards table, are the approved post-nominal letters a graduate may use to indicate their award title.
- 4.8. An academic transcript is a true and authoritative record of a student's academic performance and achievements while enrolled at the AIPM. The information on an individual student's testamur and/or academic transcript shall not be altered, other than to be re-issued subsequent to the correction of an error.
- 4.9. A digital record of all AQF qualifications issued to graduates is maintained by the AIPM.
- 4.10. All AIPM Higher Education awards are conferred by the Head of School with delegation from the Commissioner of the AFP (Chair of the AIPM Board).
- 4.11. Under delegation from the Commissioner of the AFP, the AIPM Head of School may confer an award posthumously or at end of life, where recommended by the Director of Academic Programs if satisfied that the student had completed, or substantially completed, the requirements of an award as per 4.1, or where particularly compelling or compassionate circumstances exist for the student.

5. Definitions

Academic Transcript is a true and authoritative record of a student's academic performance and achievements while enrolled at the AIPM certified by the Director of Academic Programs.

AFP is the Australian Federal Police, the **parent** body of the AIPM.

Alumni are graduates of the AIPM.

Australian Qualifications Framework 2013 (and updates) is the Australian Government national policy for regulating qualifications in Australian education and training.

Confer is the formal process of issuing a qualification to a student.

Graduand is a student who has completed all the requirements of their award and has been deemed eligible to graduate.

Graduate is a graduand who has had their award conferred on them by the AIPM.

Graduation in absentia is when a degree is conferred on a student without their presence at a graduation ceremony.

Testamur is the official certification document conferred by the AIPM that confirms a qualification has been awarded to an individual (also called the degree certificate). It will include the graduate's name, program completed, date conferred and signature of the Head of School.

Appendix 1: AIPM Award abbreviations (post-nominal letters)

Award	Abbreviation
Graduate Certificate in Applied Management (Policing and Emergency Services)	GCApMngt (Pol & Emerg Serv)
Graduate Diploma of Executive Leadership (Policing and Emergency Services)	GDExecLead (Pol & Emerg Serv)

REVISION HISTORY				
Version	Endorsed By	Approved By	Approval Date	Description of changes
1.0	ELCAC	AGB	1.7.23	New document.
1.1	ELCAC	AGB	24.4.25	Clarifying the role of the Board in oversight of award of degrees.