



Graduation and Awards Procedure

Web Link	
Category	Procedures
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Policy Contact	Director of Academic Programs
Approving Authority	Director of Academic Programs (DAP)
Endorsing Authority	Head of School
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Related Documents	Graduation and Awards Policy Academic Progression Policy and associated Procedure Admissions, Enrolments and Credit Policy and associated Procedure Records Management Procedure

1. Purpose

- 1.1 This procedure supplements the Graduation and Awards Policy of the Australian Institute of Police Management (AIPM). Its purpose is to ensure all processes related to the conferral, surrender and revocation of an award will be managed in accordance with the principles of procedural fairness and transparency.

2. Scope

- 2.1 This procedure applies to all students, graduands and graduates of the AIPM higher education programs.
- 2.2 The AIPM also offers non-AQF qualifications for the purpose of executive education, professional development, continuing education and enabling access to higher education. Separate policies and procedures apply for these courses. Non award programs shall not include any reference to the Australian Qualifications Framework (AQF).

3. Conferral of award

- 3.1 Students will be considered eligible to graduate from the award in which they are enrolled if they meet the requirements set out in clause 4.1 of the [Graduation and Awards Policy](#).
- 3.2 The award title is the same as the program title.
- 3.3 AIPM will record and report the names of all the graduands in a list which will be:

- endorsed by the Director of Academic Programs;
 - referred to the Higher Education Assurance and Regulation Committee (HEAR) for approval by the Head of School;
 - reported to the Academic Governance Board; and
 - through the Executive Leadership Capability Advisory Committee (ELCAC) reported to the AIPM Board.
- 3.4 AIPM will maintain student records to show who has graduated and become alumni of the AIPM in accordance with [Records Management Procedure](#).
- 3.5 Graduation ceremonies are not conducted and all awards are conferred in absentia following completion of each cohort's program.
- 3.6 Each graduate will receive a testamur and an academic transcript distributed through their jurisdictional Liaison Officer as early as possible following conferral of the award.
- 3.7 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.
- 3.8 Students who complete one or more units of study that do not lead to the award of a qualification will have access to an authorised academic transcript, detailing results for the units of study undertaken.

4. Issuing of Duplicate Documentation

- 4.1 A testamur and/or academic transcript may be reissued by AIPM to correct a patent error, either notified by the graduate concerned, or otherwise brought to the attention of staff within the AIPM. This will be forwarded to the graduate at the last recorded address or an address provided if notified by the graduate directly.
- 4.2 In order to protect against the fraudulent use of testamurs, a paper certificate is not reissued unless evidence is provided that satisfies the Director of Academic Programs that the document has been lost, defaced or destroyed.
- 4.3 A graduate may apply to the AIPM for a duplicate testamur and/or academic transcript. The request for a replacement testamur must include a statutory declaration. Details as to why a replacement is being requested must be provided as well as the full name of the graduate at the time the degree was awarded. The AIPM reserves the right to charge a fee for the issuing of a duplicate document(s).
- 4.4 AIPM will endeavour to provide the replacement document(s) within 14 calendar days of receipt of the request.

5. Posthumous Awards

- 5.1 For the purpose of 4.1 of the Graduation and Awards Policy, where a student has not completed all requirements for the relevant program of study and if special circumstances as set out in 4.11 of the Policy apply, the Director of Academic Programs may recommend to the AIPM Head of School that an award be approved posthumously. Under delegation from the Commissioner of the AFP, the Head of School may approve the award of a posthumous degree with reporting through ELCAC to the AIPM Board.

- 5.2 If approved by the Head of School, the Director of Academic Programs must take the necessary action to confer the award and notate the appropriate records.

6. Revoking an award

- 6.1 In accordance with [Graduation and Awards Policy, clause 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.
- 6.2 The Director of Academic Programs may initiate the revocation of an award by submitting a written request and supporting documentation to the Head of School for endorsement who has delegated authority from the Commissioner of the AFP to approve the revocation.
- 6.3 Before deciding to revoke an award, the Director of Academic Programs must:
- 6.3.1 give the graduate:
- written notice informing the graduate of their intention to revoke the award
 - a copy of the relevant documents, or a reasonable opportunity to inspect those documents, that constitute the substantive material on which the decision to revoke the award is being made
 - a copy of the Graduation and Awards Policy and this procedure.
- 6.3.2 The notice must:
- state the grounds for revocation and relevant policies
 - advise that the student has 14 calendar days from the date of the written notice to assent to the revocation of the award in writing and return their testamur, or object in writing stating reasons and providing supporting documentation or evidence that supports their reasons for their objection.
- 6.3.3 The graduate may also make oral submissions, either in person or by remote means, about the reasons why the award should not be revoked.
- 6.4 The Director of Academic Programs will consider the student's response and provide a recommendation to the Head of School together with all supporting documentation.
- 6.5 As soon as practicable after making the decision, the Head of School must provide the student with a written notice of the decision that includes the reasons for the decision.
- 6.6 If no response is received from the graduate, then no later than 28 days from the date of issuing of the original intent to revoke notice, the award will be revoked.
- 6.7 On advice that their award has been revoked, the graduate must return their testamur unless they can satisfy the Director that the document has been lost, defaced or destroyed.
- 6.8 If it is decided to revoke an award, the revocation must be reported to the next meeting of the Academic Governance Board and through the next meeting of ELCAC to the AIPM Board.
- 6.9 The Director of Academic Programs, under delegation from the Head of School, must take the necessary action to amend official records to reflect the revocation of the award.

- 6.10 If a student wishes to appeal the decision then the appeal will be considered by the AIPM Academic Appeals Committee (refer [Grievances, Complaints & Appeals Policy, Section 6](#)).

7. Surrendering an Award

- 7.1 A graduate may surrender an award by giving the Director of Academic Programs a written notice that states that they have decided to surrender the award together with the testamur in their possession or under their control or other evidence that satisfies the Director that the document has been lost, defaced or destroyed.
- 7.2 Where a graduate surrenders an award, the rights of the graduate in relation to the award cease on the day that the Director of Academic Programs records receipt of the graduate's surrender notice.
- 7.3 On receipt the Director of Academic Programs must take the appropriate action to amend all official records to reflect the surrender of the award.

8. 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 and will include the grading system in force at the time of issuance.

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.

Staff includes continuing, fixed-term, casual, affiliate and visiting staff associated with the learning, teaching and scholarly activities of the AIPM.

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.

REVISION HISTORY				
Version	Endorsed By	Approved By	Approval Date	Description of changes
1.0	Head of School	DAP	4.8.23	New document.
1.1	ELCAC	AGB	24.4.25	Clarifying the role of the Board in oversight of award of degrees.