

GRADUATION AND CERTIFICATION DOCUMENTATION POLICY

Reference: POL-022
Status: Active
Classification: Board
Approved Date:
Review Date: Sept 2025
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Purpose	The purpose of this policy is to describe the conferral of awards and graduation at BPP Institute
Scope	This policy applies to all graduates and the qualifications issued by BPP Institute under the Australian Qualifications Framework (AQF).
Policy Principles	<ol style="list-style-type: none">1. Eligibility to Graduate<ol style="list-style-type: none">1.1. Students are eligible to graduate upon successful completion of all course requirements. Course requirements require the satisfactory completion of all required units of study including core units and elective units as defined by the accredited structure of each course.1.2. Students granted advanced standing for prior learning and awarded exemption from completing a certain number of units, will have those units credited towards their award. Advanced standing is granted in accordance with BPP Institute's Advanced Standing Policy and Procedure.1.3. BPP Institute's course structure including the core units for each award is available on the BPP Institute website.1.4. Eligibility for graduation also requires that students do not have any outstanding fees against them.1.5. Students who meet all the eligibility requirements are confirmed by the Dean for graduation, endorsed by the Academic Board and approved by the Board of Directors.2. Conferral of Degree and Associated Documents<ol style="list-style-type: none">2.1. Eligible graduands can receive an interim statement of results that states the marks attained for each unit completed.2.2. Graduands will receive a testamur during the graduation ceremony and can pick up an official academic transcript after graduation along with their completion letter.2.3. The testamur and academic transcript are provided free of charge. Additional or replacement copies of the transcript are available for a fee.2.4. BPP Institute will arrange for the testamur to be posted (postage fees apply) or available for collection if the graduand cannot attend the graduation ceremony.3. Qualification of Documents<ol style="list-style-type: none">3.1. All BPP Institute certification documents, for example the testamur and academic transcripts, comply with the AQF

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	<p>Qualification Issuance Policy https://www.aqf.edu.au/sites/aqf/files/aqf_issuance_jan2013.pdf.</p> <p>3.2. The academic transcript and testamur are printed by staff authorised by the Chief Executive Officer (CEO) as per the Delegations Register on secure, anti-copy watermark paper.</p> <p>3.3. All certification documents are protected against fraudulent reproduction, are traceable and are authenticable.</p> <p>3.4. The academic transcripts and testamurs are secured under lock and key. Only staff authorised by the CEO as per the Delegations Register will have access to them.</p> <p>3.5. Issuance of testamurs and transcripts are recorded on the Student Management System.</p>
Related Documents	Advanced Standing Policy Advanced Standing Procedure Fees, Charges and Refunds Policy Fees, Charges and Refunds Procedure
<i>For Administrative Use Only</i>	
Responsible Officer	Chief Executive Officer
Contact Officer/s	Chief Executive Officer Dean
Approved by	Board of Directors
Definitions	See BPP Institute`s Glossary of Terms and Acronyms

<i>Version History</i>		
Version No.	Approval Date	Amendment/s
1.	May 2025	First iteration <ul style="list-style-type: none">• For BPP Institute