

Russo Business School Graduation and Conferral of Awards Policy & Procedures

Scope and Purpose

This policy and procedure applies to all staff and students of Russo Business School Pty Ltd ABN 34 601 105 319 trading as Russo Business School (RBS) (CRICOS Provider Code – 03441F).

It sets out the policy and process to be adopted to determine the eligibility of Russo Business School students to graduate and for the conferral of awards to students enrolled in courses at Russo Business School. It also sets out the certification documentation that students of Russo Business School are entitled to as well as the registers that Russo Business School will maintain. This policy applies to students requiring the issue or re-issue of a Testamur or Official Transcript, known as an Academic Record.

Definitions and Abbreviations

Academic Record is to be considered as a Testamur, Official Transcript, Record of Result or Statement of Attainment.

Course is an appropriate suite and sequence of subjects that meets the requirements and specifications of the relevant level of the [Australian Qualifications Framework \(2nd ed, 2013\)](#) and which leads to the conferral of an award. For example, a Diploma of Business.

Credit 'is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing' ([AQF 2nd ed, 2013](#)).

Official Transcript 'is a record of all learning leading to an AQF qualification or an accredited unit in which a student is enrolled and is issued by an authorised issuing organisation.' ([AQF 2nd ed, 2013](#))

Record of results 'is a record of all learning leading to an AQF qualification or an accredited unit in which a student is enrolled and is issued by an authorised issuing organisation.' ([AQF 2nd ed, 2013](#))

Statement of attainment 'recognises that one or more accredited [subjects] has been achieved.' ([AQF 2nd ed, 2013](#))

Subject is a unit of study that focuses on the development of knowledge, skills and the application of knowledge and skills in a given content area in accordance with the requirements and specifications of the [Australian Qualifications Framework \(2nd ed, 2013\)](#). A subject may form part of a course.

Testamur 'is an official certification document that confirms that a qualification has been awarded to an individual.' ([AQF 2nd ed, 2013](#))

Unofficial Transcript 'recognises that one or more accredited [subjects] has been achieved'. An unofficial transcript is generated by electronic means by a student assessing the Russo Business Schools Student Management System via the Student Portal.

CRICOS – Commonwealth Register of Institutions and Courses for Overseas Students

AQF – Australian Qualification Framework

Eligibility to Graduate

1. Students are eligible to graduate from a Russo Business School course upon completion of all academic requirements of their nominated course/s.
2. The Chief Executive Officer of Russo Business School will appoint the Executive Dean, Russo Business School to review applications to graduate and the Academic Program Manager of the relevant courses will determine if a student has completed all course and subject requirements. This includes completion of the required number of credit points and successful completion of subjects identified in the course structure.

Conferral of Awards

All Russo Business School awards are conferred by the authority Russo Business School Board of Directors. Such conferral are minuted and held on record in the appropriate Registers.

3. In order for the Russo Business School Board of Directors to confer an award, the Executive Dean, Russo Business School must deem that the student has completed all academic requirements for a course at Russo Business School.
4. The Manager of Student Services will provide recommendation to the Executive Dean of those students eligible to graduate and should therefore be conferred and be awarded their testamur.

Award Testamur

5. Students who have an award conferred on them by Russo Business School will be provided with an award testamur.
6. Award testamurs will be presented to students at the graduation ceremony or sent via Australia Post to the recorded mailing address of the graduate after the graduation ceremony.
7. The award testamur must include the information required by the *Australian Qualifications Framework Qualifications Issuance Policy* and section 2 of the TEQSA Threshold Standards, Qualification Standards.
8. The nomenclature used on the award testamur must satisfy the requirements of the *Australian Qualifications Framework Qualifications Issuance Policy* as follows:

AQF Level	Qualification Type	Qualification Title
5	Diploma	Diploma (Field of study/discipline)
6	Associate Degree	Associate Degree (Field of study/discipline)
7	Bachelor Degree	Bachelor (Field of study/discipline)
8	Bachelor Honours Degree	Bachelor (Field of study/discipline) (Honours)
	Graduate Certificate	Graduate Certificate (Field of study/discipline)
	Graduate Diploma	Graduate Diploma (Field of study/discipline)
9	Masters Degree (Coursework)	Master (Field of study/discipline)

Official Transcript

9. All students who have satisfied the requirements of their course will also be issued with an Official Transcript which lists all subjects attempted in their course and the results recorded.
10. The Official Transcript must satisfy the requirements of the *Australian Qualifications Framework Qualifications Issuance Policy* and section 2 of the TEQSA Threshold Standards, Qualification Standards.
11. The Russo Business School Grading Guidelines to be used as a reference for the purpose of confirming the descriptors that are to appear on the Official transcript.
12. All students who have completed at least one accredited subject, but not the requirements of their course, that is, part only of their course, are entitled to receive an Official Transcript which lists all subjects attempted and the results recorded. This will include a statement that confirms "Course incomplete".
13. An Official Transcript will be available by application at any time following initial enrolment and prior to completion of the course.

Unofficial Transcript

14. An Unofficial Transcript recognises that one or more accredited [subjects] has been achieved.'
An Unofficial Transcript is available at any time to a student by electronic means, through assessing the Russo Business Schools Student Management System via the Student Portal.
15. The Russo Business School Grading Guidelines to be used as a reference for the purpose of confirming the descriptors that are to appear on the Unofficial transcript.

Registers

16. Russo Business School will maintain the following registers:
 - a. a register of all AQF qualifications Russo Business School is authorised to issue; and
 - b. a register of all AQF qualifications issued to graduates.
(Clause 2.2.5 *Australian Qualifications Framework Qualifications Issuance Policy*)

Reissue of Results or Verification of Results

A replacement (reissue) of a Testamur or Academic Transcript can be issued when an original have been; lost, stolen, destroyed, not received or damaged. To obtain a replacement a graduate must complete an Issue/Reissue of Academic Records Application Form.

