AUSTRALIAN INSTITUTE OF MUSIC

Conferral and Qualifications Policy and Procedure

Responsible Officer	Head of Student Experience & Success
Approved by	Academic Board
Approved	09 October 2025
Commenced	09 October 2025
Review by	October 2028
Relevant Legislation and Policies	Education Services for Overseas Students Act 2000 (ESOS) and Regulations 2019 (ESOS) Higher Education Standard Framework 2021 Higher Education Support Act (HESA) 2003 National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (The National Code) National Standards for Foundation Programs Public Records Act 1973 State Records Act 1998 Tertiary Education Quality and Standards Agency Act 2011 (TEQSA)
Responsible Organisational Unit	Student Experience & Success

TABLE OF CONTENTS

Conferral and Qualifications Policy and Procedure 1

1. Policy Statement 2

1.1 Authority 2
1.2 Application 2
1.3 Purpose 2
1.4 Scope and Coverage 2

2. Graduand Validation 2

3. Graduation 2

3.1 Academic dress 3

4. Conferral of Qualifications 3

4.1 A qualification is conferred when all of the following conditions are satisfied: 3
4.2. Nested / Exit Awards 4

5. Issuance of official documentation 4

5.1 Testamur 4
5.2 Transcript 4
5.3 Other documentation 4

6. Revocation of Awards 5

7. Other official documentation 5

8. Archiving records 5

9. Accountabilities **5**
9.1 Responsible Officer 5
10. Supporting Information **5**
10.1 Supporting Documents 5
10.2 Related Documents 6
10.3 Superseded Documents 6
11. Definitions and Acronyms **6**
12. Revision History **6**

1. Policy Statement

1.1 Authority

The Australian Institute of Music Limited (AIM), known as 'the Institute', is governed by the Board of Directors (BoD) with academic authority delegated to the Academic Board (AB). The BoD and AB share joint responsibility for ensuring that all general and academic policies and procedures follow 'best practice' principles for Higher Education and other sectors of educational delivery, in compliance with relevant Australian legislation and current regulatory requirements.

1.2 Application

This policy and procedure applies to Quality Assured (QA) delivery of accredited AIM programs offered at the Sydney and Melbourne campuses. If applicable, this policy and procedure will also apply in future, wherever QA AIM programs are approved for delivery elsewhere in Australia or overseas.

1.3 Purpose

To ensure that AIM confers awards (qualifications) and issues official academic documents in a manner that is compliant with the Higher Education Standards Framework, TEQSA requirements, Australian Qualification Framework (AQF), and AIM's own policies. This policy ensures authenticity, fairness, and consistency in the awarding and documentation of academic credentials.

1.4 Scope and Coverage

- All students enrolled in accredited higher education programs delivered by AIM in Sydney and Melbourne campuses.
- All programs (local or international) where AIM is the awarding institution.
- All official academic documents related to those programs (testamurs; academic transcripts; statements of attainment; and official letters).

2. Graduand Validation

At the end of each Study Period, the Examination Review Subcommittee will ratify the results of all students and approve the release of grades.

Once grade release has occurred, the Student Services Manager or delegate will check all completions in the Student Management system and compile a list of potential graduands for review and approval by Academic Board in line with upcoming scheduled graduation ceremonies.
The list will include:

- Students from the relevant campus who have satisfied the requirements of their course who have not been conferred since the previous ceremony.
- International students from Sydney/Melbourne who may wish to have their conferral earlier than the scheduled time of the next graduation ceremony on their home campus.

Once approved by Academic Board, the list of potential graduands will be invited to the next scheduled graduation ceremony.

3. Graduation

- The list of potential graduands will be issued with an invitation to attend a graduation ceremony.
- The Head of Student Experience and Success is responsible for approving the dates and locations of each ceremony.

- Graduation ceremonies are presided over by the Chair of Academic Board, the Chair of the Board of Directors, or the Chief Executive Officer. The presiding officer formally confirms the conferral of awards and presents graduation documents.
- Graduates may elect to attend the scheduled ceremony, defer attendance to a subsequent ceremony, or request issuance of their graduation documents without attending a ceremony. Those who chose not to attend a ceremony will be graduated 'in absentia'.

3.1 Academic dress

Staff of AIM are required to appear in academic dress of their highest award when attending graduation ceremonies as part of the official procession.

Academic dress for graduands is determined by the level and discipline of the award.

Masters Degrees

- Master of Music: Black gown with pink Master's hood
- Master of Arts and Entertainment Management: Black gown with purple Master's hood.

Graduate Diploma and Graduate Certificate:

- Black gown and red stole

Bachelor Degrees

- Bachelor of Music (Contemporary/Composition & Music Production/Audio/Arts Management/Music Theatre): Black gown with gold hood.
- Bachelor of Entertainment Management: Black gown with jade green hood.
- Bachelor of Music (Performance/Composition/Creative Technology/Arts Management/Musicology): Black gown with gold hood.
- Bachelor of Music Theatre: Black gown with sky blue hood
- Bachelor of Arts and Entertainment Management: Black gown with jade green hood.
- Bachelor of Music (Music Business): Black gown with gold hood
- Bachelor of Music Business: Black gown with jade green hood.

Associate degrees

- Associate Degree of Music (Performance/Composition/Creative Technology/Arts Management/Music Business/Musicology): Black gown with gold stole
- Associate Degree of Music Theatre: Black gown with sky blue stole
- Associate Degree of Arts and Entertainment Management: Black gown with jade green stole
- Associate Degree of Music Business: Black gown with jade green stole

Diploma:

- Diploma of Music: Black gown with orange stole
- Diploma of Arts and Entertainment Management: Black gown with forest green stole
- Diploma of Music Business: Black gown with forest green stole.

Changes or additions to the academic dress for Graduation will be made by the Chief Executive Officer and the Head of Student Experience and Success with approval by the Academic Board.

4. Conferral of Qualifications

4.1 A qualification is conferred when all of the following conditions are satisfied:

- The student has been deemed to have met all academic requirements of the program, including assessment, attendance or participation obligations, including any nested / exit requirements where applicable.
- All non-academic requirements have been met (e.g. fees, conduct, any outstanding obligations to AIM).
- Any required student identifiers (e.g. proof of identity, provision of Unique Student Identifier) are verified.
- Student is not currently enrolled in or completing other requirements for the same award beyond what is necessary.
- All grades are final and have been approved by the Examination Review Subcommittee

- The student has formally applied for conferral where required, or is eligible for automatic conferral under AIM's delegated authority.

Conferral is normally scheduled at designated Graduation Ceremonies, unless otherwise specified.

4.2. Nested / Exit Awards

- AIM shall allow students to be awarded a nested or exit qualification if they have fulfilled all requirements for that credential, even if they do not complete the higher level.
- Students must apply for the exit / nested award

5. Issuance of official documentation

5.1 Testamur

A testamur will be issued to a graduand once the requirements outlined in Section 2 of this policy have been met.
The testamur must include:

1. The official name of the issuing institute: *The Australian Institute of Music.*
2. The name of the graduate. AIM is committed to an inclusive environment and will provide graduands the option to nominate the name to appear on their testamur where their legal name differs from their preferred name. This may include, but is not limited to:
   - a change of name in line with gender identity;
   - a change of name following a change in surname.

   AIM may request supporting documentation to verify a preferred name, which may include but is not limited to:
   - bills in the preferred name;
   - mail addressed to the graduand in the preferred name;
   - an application for legal name change.
3. The full TEQSA-accredited title of the qualification;
4. The date of the award or conferral;
5. The signatures of authorised persons being the Chief Executive Officer and the Chair of the Board of Directors; and
6. An embossed official AIM seal

5.1.1 Replacement, Correction & Reissuance

- Students may apply for replacement of testamurs if the original is lost, destroyed, damaged, or there is a mistake on the original.
- For lost/damaged originals, AIM requires the graduate to provide a signed statutory declaration or other proof.
- Corrections due to AIM error are free (no cost). Other replacements may carry a fee.
- Replacement documents must clearly indicate they are replacements or corrected copies, but still show the original conferral date.

5.2 Transcript

The academic transcript is an official record of studies undertaken at the Institute.
The Transcript will contain:

- The full TEQSA-accredited title of the qualification
- The date on which the student was qualified in the program
- The units undertaken by the student
- The grades of each unit
- A key explaining the grade codes
- The official AIM seal
- Signature of the Head of Student Experience and Success (or delegate).

Students who have qualified may request a reprint of their official academic transcript for a prescribed fee.

5.3 Other documentation

i) Statement of Results

A Statement of Results may be issued to certify the successful completion of one or more accredited units of competency, without the award of a full qualification. It provides formal recognition of the skills and knowledge achieved. A Statement of Results will include:

- The name of the course
- The credit points attained
- The signature of the Head of Student Experience and Success (or delegate).
- The official AIM seal

Students may request a copy of their official transcript alongside of this Statement of Results. Distribution costs may apply.

ii) Australian Higher Education Graduation Statement
AIM may issue an Australian Higher Education Graduation Statement (AHEGS) to graduands as part of their Graduation documentation. The AHEGS provides an official record of the graduate's program of study, including the award conferred, units completed and results, recognition of prior learning or credit, and contextual information on AIM and the Australian higher education system.

6. Revocation of Awards
AIM may revoke a conferred qualification under circumstances such as:
- Discovery of fraud, misrepresentation, or dishonesty in the student's work or in admission (e.g. false documents).
- Administrative error that led to conferral when eligibility was not fulfilled.

On revocation:
- The former student must return the physical certificates in person or by tracked post at their own cost.
- AIM will update institutional records to reflect revocation.
- AIM will report to regulatory bodies if required.
- AIM will notify the former student in writing, including reasons and right of appeal in accordance with AIM's Student Grievances and Complaints Policy & Procedure.

7. Other official documentation
7.1 Current students who have not yet graduated may request the following documents at no cost during their enrolment:
- Letter of Enrolment
- Letter confirming an approved reduced study load
- Letter of Completion
- GPA Letter
- Unofficial Transcript

7.2 Graduates may request these official documents from AIM by submitting an alumni request form. Fees apply for the production and distribution of these documents.

7.3 Documents may be provided in digital or physical format. All official letters and documents will bear the signature of the Head of Student Experience and Success (or delegate) and AIM's official seal.

8. Archiving records
The institute will maintain accurate records of all awards conferred, including testamurs issued, transcripts, replacements, official documents and revocations.

The institute will ensure retention periods, secure storage and accuracy of record keeping complies with regulatory requirements according to applicable State and Federal legislation and AIM's IT Data Privacy Policy and Procedure.

9. Accountabilities
9.1 Responsible Officer
a. Head of Student Experience and Success: overall responsibility for this policy and procedure.

10. Supporting Information
10.1 Supporting Documents
Nil

10.2 Related Documents

- Academic Integrity Policy and Procedure
- Academic Progression and intervention Policy and Procedure
- Appeals Policy and Procedure
- Enrolment Policy and Procedure
- Privacy Policy and Procedure

10.3 Superseded Documents

- Qualifications Issuance Policy and Procedure

11. Definitions and Acronyms

Term/Acronym	Definition
AIM referred to as the 'Institute'	The Australian Institute of Music Limited ABN: 89 003 261 112; PRV: 12050; CRICOS 00665C
Academic	Learning, teaching, assessment and research related matters including (but not limited to) eligibility for entry to a program of study, course design and delivery, student participation and attainment, attrition, retention, progression, completion, grade distribution, curriculum content and awards in a course of study.
Academic Record (transcript)	A formal record of an individuals academic history completed at the Institute.
Domestic student	A student who is an Australian citizen, a New Zealand citizen, or a holder of an Australian permanent visa (holders of all categories of permanent resident visas including Humanitarian Visas).
International student	A student who is not a domestic student, and who may hold a student visa and is protected by the ESOS legislative framework.
Prospective Student	Any person seeking to enrol in the Institute.
Senior Academic	• Chief Academic Officer • Associate Head(s) of Learning and Teaching
Staff	Any person currently employed by the Institute.
Student	Any personal currently enrolled by the Institute.
Testamur	An official certificate which confirms that a qualification has been awarded to an individual.

12. Revision History

Version	Date Approved	Approved by	Review History	New Review Date
1.0	27 October 2023	Academic Board	New Policy	October 2026
1.1	09 October 2025	Academic Board	Renamed and policy edits to include process for approving graduands, details on issuance process, conferral, revocation.	October 2028