

Conferring Academic Qualifications Policy and Procedure HEPP32

PURPOSE

This policy describes the principles and processes associated with providing testamurs, controlling blank and printed testamurs, issuing replacement testamurs and re-issuing testamurs in accordance with the Australian Qualifications Framework Issuance Policy.

SCOPE

This policy and procedure applies to all staff of Southern Cross Education Institute (Higher Education).

DEFINITIONS

AQF	Australian Qualifications Framework
Certification Documents or Credential	Set of official documents that confirms a qualification has been completed and awarded to an individual. This consists of: 1. Testamur (certificate); and 2. Record of results.
SCEI-HE	Southern Cross Education Institute (Higher Education)

POLICY

1. Certification documents are issued to each student who is eligible to graduate and who has applied to have a certificate conferred.
2. Details of each graduate and the credential conferred upon each graduate are entered in the register of graduates, which is maintained by the SCEI-HE student administration as the formal record of those holding a credential.
3. A student will only be awarded a credential if the following eligibility requirements have been met:
 - 3.1 The student has fulfilled the relevant course requirements specified in the rules that apply to that credential;
 - 3.2 The student has a satisfactory academic progress status;
 - 3.3 The student has paid in full all tuition fees for the course; and
 - 3.4 The student has complied with all rules and policies of SCEI-HE that apply to that student.
4. Graduate testamur meets the national policy requirements for issuing AQF qualifications.
5. The AQF logo or the statement "The qualification is recognised within the Australian Qualifications Framework" must be included on the testamur.
6. Records of results must be issued to graduating students containing the information set in the AQF Qualifications Issuance Policy.
7. SCEI-HE credential paper for the printing of certification documentation will be held in a secure location under control of the Student Administration Manager and released accordingly for the purposes of printing certification documentation.
8. A replacement testamur can be issued when an original testamur has been lost, stolen, destroyed, not received or damaged, following the procedure stated below. Replacement testamur will clearly indicate that they are a replacement.

PROCEDURE

1. Issuance of Certification Documentation

- 1.1 All Higher Education awards are conferred by the Corporate Board. In order for this to occur, the following process is in place:
 - 1.1.1 The Academic Director moderates and signs off on results to be released and consequently students eligible to graduate;
 - 1.1.2 The Chair of the Academic Board is given a list of those students who, on release of results, will have completed their degree, checks it and makes a recommendation for this list to be conferred;
 - 1.1.3 This list provides details of students who are entitled to a testamur, including their:
 1. Names;
 2. Course;
 3. Start and end dates of their course;

4. Units undertaken;
5. Grades achieved; and
6. Mode of study.

- 1.1.4 The list of proposed graduates is then provided to the Chair of the Corporate Board who will discuss proposed conferrals at the next Corporate Board meeting and members sign them off as approved for conferral; and
- 1.1.5 The Chair of the Corporate Board and the Managing Director then signs official certification documentation for each graduating student.
- 1.1.6 Certification documentation will be issued to graduates within 30 calendar days of the formal conferral date. Documents are sent securely by registered mail or made available for collection in person with identification.

2. Testamur Details

Graduate testamur contain the following in accordance with s2.1.6 of the AQF Qualifications Issuance Policy:

- 2.1 The name of the body conferring the testamur;
- 2.2 The statement confirming that the recipient has fulfilled all the requirements for the qualification;
- 2.3 The full name of the recipient;
- 2.4 The name of the qualification conferred;
- 2.5 Where applicable, whether the award was made with distinction;
- 2.6 The signature of the Managing Director and the Chair of the Corporate Board;
- 2.7 SCEI-HE seal; and
- 2.8 The date of conferral.

3. Graduate Register

SCEI-HE's Academic Director will be responsible for developing and maintaining a graduate register. The graduate register will contain the following information about graduates:

- 3.1 courses undertaken;
- 3.2 start dates and end dates;
- 3.3 mode of study;
- 3.4 awards conferred; and
- 3.5 dates of testamurs.

4. Security of Testamurs

- 4.1 A register of all testamurs issued is maintained in the Student Management System
- 4.2 The Academic Director is required to authorise in writing the destruction, replacement or reissuing of a testamur
- 4.3 It is the responsibility of the Student Administration Manager to ensure the security of printed testamurs

5. Replacement Testamurs

- 5.1 SCEI-HE will issue replacement testamurs only under the following circumstances:
 - 5.1.1 An original printed testamur is lost, destroyed or damaged after it has been presented or mailed to a graduate; or
 - 5.1.2 An original testamur presented or mailed to a graduate contains errors made by SCEI-HE.
- 5.2 A graduate must complete the form – Student Request Form HEFOR17, including the Statutory Declaration and follow the procedure outlined on the form.
- 5.3 In the case that a certificate has been damaged or there are errors, the graduate is not required to complete the Statutory Declaration. The graduate is required to surrender the damaged original testamur or original testamur containing errors and return it with the completed *Replacement of a Credential Form*.
- 5.4 A fee for a replacement testamur applies except in the case of an original testamur which is reissued because it contains errors made by SCEI-HE.
- 5.5 The word "REPLACEMENT" will be printed on all replacement testamurs except those provided by SCEI-HE to replace an original that contained errors made by SCEI-HE.
- 5.6 The identification number printed on both the replacement testamur and the original printed testamur will be identical.
- 5.7 Details of all replacement testamurs and of the reissuance of testamurs will be recorded in the credential and graduate register.

6. Revoking Testamurs

- 6.1 SCEI-HE may revoke or cancel a testamur or record of results under the following circumstances:
 - 6.1.1 The qualification was conferred in error;
 - 6.1.2 It was obtained through fraud, academic misconduct, or other dishonest means;

- 6.1.3 A fake or altered testamur is discovered; or
- 6.1.4 A testamur is returned as part of a replacement request due to damage or errors.
- 6.2 Revoked testamurs will be recorded in the graduate register and removed from the student's record of completed qualifications. All revocations will be documented and authorised by the Academic Director.
- 6.3 Students may appeal a decision to revoke or withhold a credential through the Academic Appeals Policy and Procedure HEPP05 or the Student Complaint and Grievance Policy and Procedure HEPP03.

RELATED DOCUMENTS

Academic Appeals Policy and Procedure HEPP05
Student Request Form HEFOR17
Student Complaint and Grievance Policy and Procedure HEPP03

LEGISLATIVE CONTEXT

AQF Qualifications Issuance Policy <https://www.aqf.edu.au/publication/aqf-qualifications-issuance-policy>

RESPONSIBILITIES

Academic Board: Responsible for reviewing the list of recommended graduates, signing off and submitting to the Corporate Board
Academic Director: Responsible for compiling the list of eligible graduates and submitting it to the Academic Board
Corporate Board: Responsible for conferring awards for graduating students

DOCUMENT AND RECORD CONTROL

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