

## CONFERRAL OF ACADEMIC QUALIFICATIONS POLICY

<b>Approving authority</b>	Academic Board
<b>Purpose</b>	To outline the policies for the conferral of academic qualifications by the Governing Board.
<b>Responsible Officer</b>	Academic Dean
<b>Next scheduled review</b>	September 2026
<b>Document Location</b>	<a href="http://www.ozford.edu.au/higher-education/policies-and-procedures/">http://www.ozford.edu.au/higher-education/policies-and-procedures/</a>
<b>Associated documents</b>	Academic Appeals Policy and Procedure Admissions Policy and Procedure Assessment Policy and Procedure Conferral of Academic Qualifications Procedure Credit Transfer and Articulation Policy and Procedure Records Management Policy and Procedure Time Limit for Completion of an Award Course Policy

### 1. PRINCIPLES

Ozford Institute of Higher Education (hereafter referred to as the “Institute”) confers qualifications in accordance with the AQF Qualifications Issuance Policy.

This policy sets out principles for the issuance of academic certification to students to ensure compliance with relevant standards and the integrity of the process of awarding qualifications to students who have completed all requirements of an AQF qualification. The purpose of this policy is to:

- define who is eligible for the conferral of a qualification
- define who is responsible for managing conferral and graduation, and to
- ensure the integrity of awards conferred.

### 2. SCOPE

This policy applies to:

- all students who are enrolled in or who have completed the requirements for an Institute degree, diploma, or other academic award (“academic awards”)
- graduates of the Institute, and
- members of staff and the Institute community participating in graduation ceremonies.

### 3. DEFINITIONS

#### ***AQF qualification***

An AQF qualification is the result of an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF.

#### ***Conferral***

Conferral is defined as the act of giving, granting or bestowing an honour, degree, title, qualification, benefit or right.

### ***Graduand***

A student who has completed the requirements for, but has not yet been awarded, an AQF qualification.

### ***Graduate***

Graduate (noun) A person on whom the Institute has conferred an academic award.

Graduate (verb) To be conferred with an academic award in recognition of completion.

### ***Graduation***

The Institute ceremony at which awards are formally conferred.

### ***Rescind***

To cancel and revoke an academic award.

### ***Testamur***

A testamur is an official certification document that confirms that a qualification has been awarded to an individual. In Australia this may be called an 'award', 'parchment', 'laureate' or 'certificate'.

## **4. POLICY**

4.1 The Governing Board of the Institute will award AQF qualifications to enrolled students who have met all requirements of the AQF qualification as soon as possible after students are identified as having fulfilled the requirements of the qualification.

4.2 The Governing Board of the Institute will approve the award of AQF qualifications only as recommended by the Academic Board.

4.3 A student is eligible to graduate if

- The student has completed all course requirements.
- The student has a valid Unique Student Identifier (USI).
- There are no outstanding disciplinary proceedings or complaint or academic appeal processes.
- The course has been completed within the required time period as set out in the ***Time Limit for Completion of an Award Course Policy***.
- The student has paid all fees and has no outstanding debts or liabilities to the Institute.

4.4 All students who have completed a course of study that leads to an award of an AQF qualification will receive the following certification documents:

- a testamur; and
- a Statement of Results (Academic Transcript)

4.5 Only students who are approved by the Governing Board are entitled to have their AQF qualification conferred at a Conferral ceremony.

4.6 Eligible students may elect to have their award conferred at a Graduation ceremony or in absentia. Where a student dies before conferral of their award, the award may be conferred posthumously either to a member of the student's family or in absentia.

- 4.7 The Institute will provide graduates with Testamurs and Statements of Results (Academic Transcripts) in formats that ensure the integrity, security and authenticity of documents.
- 4.8 The Institute may publish conferral information, including graduate names, awards conferred and their conferral dates.
- 4.9 Testamurs and Statements of Results may be withdrawn where conferred in error or revoked.
- 4.10 All conferral and revocation will be reported to Academic Board and the Governing Board.

## Testamur

- 4.11 Testamurs will only be presented to students approved by the Governing Board in the following circumstances:
- where students graduate at an approved ceremony; or
  - where students do not attend a graduation ceremony and receive their qualification in absentia; or
  - in the case of a posthumous qualification.
- 4.12 The authorised persons whose signatures appear on the Testamur are:
- the Chair of the Governing Board as representative of the Governing Board under whose authority the award is conferred; and
  - the President and CEO as the Institute officer ultimately responsible for the eligibility for conferment.
- 4.13 The signature and names of the Chair of the Governing Board and President and CEO will only be replaced when the Governing Board has agreed to appoint new persons to those positions either permanently or Interim or acting in the role (after which the Interim or person acting in the role's signature and name will be replaced with that of the permanent appointee).
- 4.14 The signatures shall appear in electronic form on all Testamurs except where the Chair of the Governing Board and President and CEO elect to hand-sign.
- 4.15 Other signatures and names may appear on Testamurs in accordance with Institute agreements, but these will not supplant the authorised signatures and must be subordinate to them. Replacement Testamurs in the original form may not always be possible for these forms of Testamur. In these cases, the replacement Testamur may take the form of the then current Institute Testamur.
- 4.16 The level of award is indicated in the course title as shown in the following nomenclature:

Higher Education Qualification	
<i>Level Descriptor</i>	<i>Abbreviation</i>
Master of	M
Graduate Diploma in	GradDip
Graduate Certificate in	GradCert
Bachelor of	B

Diploma of	Dip
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4.17 Where the course has a generic title, the qualification awarded by the Governing Board is that indicated by the generic title. In these cases the qualification is not complemented by a specific area or option, as a result the following elements do not form part of the nomenclature of such a qualification:

- name of the major field (as a program component);
- name of any minor field (as a program component).

For example:

Program Title	Qualification Title	Qualification Abbreviation	Testamur Wording
Graduate Diploma in Management	Graduate Diploma in Management	GradDipMgt	Graduate Diploma in Management
Bachelor of Business (Accounting)	Bachelor of Business (Accounting)	BBus (Accounting)	Bachelor of Business (Accounting)


### Wording and Design of the Testamur

4.18 The wording and design of the Ozford Institute of Higher Education testamur will be as follows:

**Ozford Institute of Higher Education**

This is to certify that  
<Graduand Name>  
has fulfilled the requirements for  
**<Accredited Qualification Title>**  
on the <date> day of <month, year>

Chair of the Governing Board:  
President and CEO:



Australian  
Qualifications  
Framework

*Serial Number*

under the Common Seal of the Institute

### Contents of the Official Testamur

4.19 The following quality and contents standards must be maintained in the testamur to ensure authentication and security:

- card stock used for testamurs is made from 120 GSM papers;
- testamurs will have a pre-numbered serial number;
- testamurs will have a unique identifier which relates the AQF qualification issued;
- testamurs are issued under the common seal of the Institute in either embossed or affixed wafer form as determined by the Institute from time to time;

- testamurs are signed by the two authorised persons, the Chair of the Governing Board and the President and CEO;
- At the direction of the Governing Board the Testamur will identify the qualification as an AQF qualification either by the words *'The qualification is recognised within the Australian Qualifications Framework'* or the use of any AQF logo authorised by the AQF Council. The position of the AQF logo on the Testamur will be determined by the Institute from time to time.

## Register of qualifications issued

4.20 The Institute will in accordance with the AQF Qualifications Register Policy:

- maintain a register of all AQF qualifications the Institute is authorised to issue, and
- maintain a register of all AQF qualifications issued to graduates or a period of 30 years.

## Replacement Testamurs

4.21 Only one testamur should exist for a qualification held by an Institute graduate.

4.22 The Institute will replace a lost or partially destroyed testamur using the testamur design and signatures current at the time of the replacement version.

4.23 To obtain a replacement testamur the graduate must supply either the original testamur or a statutory declaration that the original is destroyed or no longer available. In addition, the graduate may be required to pay a replacement fee.

4.24 The replacement testamur will carry a date of reissue and an annotation advising that the testamur is a replacement testamur.

4.25 Only in exceptional circumstances will the University reissue a Testamur on a change of name.

- The student is in a witness protection scheme,
- The student has legally changed their name to affirm their gender, or
- The reasons for the change of name are of similar weight to the above.

4.26 The decision to grant a request is made on its merits by the President and CEO or delegate. The requirements for replacement Testamurs will apply but the annotation will not report the original name.

## Replacement, Withdrawal or Revocation of Testamurs

4.27 Testamurs may be replaced, withdrawn or revoked in the following circumstances:

- where it is shown that a qualification has been improperly obtained because of fraud or dishonesty;
- where an application is made for a replacement testamur due to damage or legal name change;
- where a qualification has been erroneously presented by the Institute.

## Statement of Results or Academic Transcripts

4.28 All students and former students, including those who complete only some of the requirements for

an AQF qualification, are entitled to receive a Statement of Results only.

- 4.29 All students and former students are entitled to request at any time a formal copy of their Statement of Results providing the appropriate fee is paid.
- 4.30 The Statement of Results shows the student's entire enrolment record at the Institute including:
- all courses to which the student was admitted and whose enrolment passed the advertised date for cancellation without penalty;
  - all qualifications awarded and their conferment dates;
  - all units in which the student was enrolled in that passed the advertised date for cancellation without penalty;
  - the Statement of Results for enrolled units including grade and marks (if appropriate);
  - formal academic notes including:
    - grants of advanced standing;
    - periods of intermission (leave of absence); (periods of exclusion for inadequate academic progress), and (expulsion or periods of exclusion for disciplinary reasons).
- 4.31 The date of the Statement of Results shall show the date of its production from the student database.
- 4.32 The authorised person to release a Statement of Results is the Academic Dean.
- 4.33 The AQF logo will not appear on a Statement of Results

### **Wording and requirements for a Statement of Results**

- 4.34 The wording on an Institute Statement of Results will include the following:
- Ozford Institute of Higher Education emblem;
  - name of student;
  - name of qualification;
  - a list of unit(s) including date enrolled and results (including grants of advanced standing);
  - the date the Statement of Results was issued;
  - signature of the Academic Dean as the person authorised to issue a Statement of Results;
  - the academic seal of the Institute.
- 4.35 The following quality and contents standards must be maintained:
- card stock used for statements of results is made from 100 GSM papers;
  - statements of results are printed on the Institute letterhead;
  - statements of results are signed by the Academic Dean.

### **Suspension or Release of all Academic Records**

- 4.36 The Institute reserves the right to suspend the release of a Testamur and/or an Academic Record (Transcript) to a Student, Graduand or Graduate who has an encumbrance against their name for failure to pay a fee, fine or charge and/or return of Institute property.
- 4.37 The Institute will release all types of academic records once the payment and/or return of property

issue has been settled to the Institute's satisfaction.

## 5. QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meet the requirements of the HESF Threshold Standards, the policy will be;

- 5.1 internally endorsed by the Executive Management Team on development or review, prior to approval by Governing Board, or the Academic Board or other delegated authority;
- 5.2 externally reviewed as part of any independent review of the HESF Threshold Standards approved by the Governing Board;
- 5.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier);
- 5.4 referenced to the applicable HESF threshold standard and/or other legislation/regulation.

## 6. FEEDBACK

Feedback or comments on this policy is welcomed by the listed Responsible officers of the Institute.

## 7. ACKNOWLEDGEMENT

This policy was developed with reference to the following:

- Australian Qualifications Framework (AQF), AQF Qualifications Issuance Policy, 2013 ([AQF Qualifications Issuance Policy | AQF](#))
- Victoria University, Awards Regulations - Awards And Testamurs Procedure, 2022 ([Awards Regulations - Awards and Testamurs Procedure / Document / Victoria University Policy Library \(vu.edu.au\)](#))
- University of New England, Academic Qualifications Issuance Policy, 2022 (<https://policies.une.edu.au/download.php?id=22&version=2> )
- La Trobe University, Qualifications Issuance Policy, 2020 (<https://policies.latrobe.edu.au/document/view.php?id=194> )
- Flinders University, Conferral of Awards and Graduation Policy and Procedures, 2021 <https://www.flinders.edu.au/content/dam/documents/staff/policies/academic-students/conferral-of-awards-and-graduation-policy.pdf> ([Conferral of Awards and Graduation Procedures \(flinders.edu.au\)](#) )
- RMIT University, Conferral and Graduation Policy, 2022 (<https://policies.rmit.edu.au/document/view.php?id=8> )

## 8. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	June 2014	Initial issue	AB
2.0	March 2015	Internal review	AB
3.0	May 2017	Internal review	AB

Version	Date approved	Description	Approved by
4.0	August 2018	Internal Review	AB
5.0	November 2021	Internal Review	AB
6.0	September 2023	Internal Review	AB
Related legislation/ regulation/standard	Tertiary Education Quality and Standards Act 2011 Higher Education Standards Framework (Threshold Standards) 1.5 (Qualifications and Certification)		

AB = Academic Board