

## CONFERRAL OF ACADEMIC QUALIFICATIONS POLICY

<b>Approving authority</b>	Academic Board
<b>Purpose</b>	To outline the OIHE policies for the conferral of academic qualifications by the Governing Board.
<b>Responsible Officer</b>	Head of Student Services and Administration (HOSSA)
<b>Next scheduled review</b>	August 2021
<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>	Admissions Policy and Procedure Conferral of Academic Qualifications Procedures

### 1. PRINCIPLES

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

### 2. SCOPE

This policy ensures the integrity of the process of awarding AQF qualifications to students who have completed all requirements of an AQF qualification.

### 3. DEFINITIONS:

#### 3.1 Conferral

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

#### 3.2 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.

#### 3.3 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’.

#### 3.4 Graduand

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

### 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

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

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

4.3.1 a testamur; and

4.3.2 a Statement of Results.

4.4 Testamurs will only be presented to students approved by the Governing Board in the following circumstances:

4.4.1 where students graduate at an approved ceremony; or

4.4.2 where students do not attend a graduation ceremony and receive their qualification *in absentia*; or

4.4.3 in the case of a posthumous qualification.

4.5 The level of award is indicated in the course title as shown in the following nomenclature:

<b>Higher Education Qualification</b>	
<i>Level Descriptor</i>	<i>Abbreviation</i>
Bachelor of	B
Diploma of	Dip

4.6 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:

<b>Program Title</b>	<b>Qualification Title</b>	<b>Qualification Abbreviation</b>	<b>Testamur Wording</b>
Bachelor of Business	Bachelor of Business	BBus	Bachelor of Business
Bachelor of Business (Accounting)	Bachelor of Business (Accounting)	BBus (Accounting)	Bachelor of Business (Accounting)

- 4.7 All students, including those who complete only some of the requirements for an AQF qualification, are entitled to receive a Statement of Results only.
- 4.8 All students are entitled to request at any time a formal copy of their Statement of Results providing the appropriate fee is paid.
- 4.9 The Statement of Results shows a student's entire enrolment record at the Institute including:
- 4.9.1 all courses to which the student was admitted and whose enrolment passed the advertised date for cancellation without penalty;
  - 4.9.2 all qualifications awarded and their conferment dates;
  - 4.9.3 all units in which the student was enrolled in that passed the advertised date for cancellation without penalty;
  - 4.9.4 the Statement of Results for enrolled units including grade and marks (if appropriate);
  - 4.9.5 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).
- 4.10 The date of the Statement of Results shall show the date of its production from the student database.
- 4.11 The authorised person to release a Statement of Results is the Vice President.
- 4.12 The AQF logo shall not appear on a Statement of Results
- 4.13 Only students who are approved by the Governing Board are entitled to have their AQF qualification conferred at a Conferral ceremony.

## 5. WORDING AND DESIGN OF THE TESTAMUR

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

 <p><b>Ozford Institute of Higher Education</b> This is to certify that Graduate Name has fulfilled the requirements for <b>&lt;Accredited Qualification Title&gt;</b> on the &lt;date&gt; day of &lt;month, year&gt; Chair of the Governing Board: CEO/President:</p> <p>Australian Qualifications Framework</p> <p>under the Common Seal of the Institute</p> <p style="text-align: right;"><i>Serial Number</i></p>
---

## **6. WORDING FOR A STATEMENT OF RESULTS**

The wording on an Institute Statement of Results will include the following:

- 6.1 Ozford Institute of Higher Education logo;
- 6.2 name of student;
- 6.3 name of qualification;
- 6.4 a list of unit(s) including date enrolled and results (including grants of advanced standing);
- 6.5 the date the Statement of Results was issued;
- 6.6 signature of the Vice President as the person authorised to issue a Statement of Results;
- 6.7 the common seal of the Institute.

## **7. QUALITY AND CONTENTS OF THE OFFICIAL TESTAMUR**

**The following quality and contents standards must be maintained in the official testamur:**

- 7.1 card stock used for testamurs is made from 120 GSM papers;
- 7.2 card stock used for statements of results is made from 100 GSM papers;
- 7.3 testamurs will have a pre-numbered serial number;
- 7.4 testamurs will have a unique identifier which relates the AQF qualification issued;
- 7.5 testamurs and statements of results are issued under the common seal of the Institute;
- 7.6 statements of results are printed on the Institute letterhead;
- 7.7 testamurs are signed by both the Chair of the Governing Board and the President;
- 7.8 statements of results are signed by the Vice President.

## **8. REPLACEMENT TESTAMURS**

The following provisions relate to the replacement of testamurs:

- 8.1 only one testamur should exist for an Ozford Institute of Higher Education qualification held by an Institute graduate;
- 8.2 the Institute will replace a lost or partially destroyed testamur using the testamur design and signatures current at the time of the replacement version;
- 8.3 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;
- 8.4 the replacement testamur will carry a date of reissue and an annotation advising that this is a replacement testamur.

## **9. FORFEITURE OF TESTAMURS**

Testamurs may be forfeited or required to be surrendered in the following circumstances:

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

## **10. QUALITY ASSURANCE**

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

- 10.1 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;
- 10.2 externally reviewed as part of any independent review of the HES Threshold Standards approved by the Governing Board;
- 10.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier);
- 10.4 referenced to the applicable HES threshold Standard and/or other legislation/regulation.

## **11. FEEDBACK**

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

## 12. ACKNOWLEDGEMENTS

This policy was initially developed with reference to TEQSA Threshold Standard 1.5 (Qualifications and Certification) and related Guidance Notes. (22 November 2017) and the relevant policies of the following institutions: the following institutions' policies:

AQF, AQF Qualifications Issuance Policy, December 2013;

Griffith University, *Academic Awards, Programs, Nomenclature and Abbreviations*, December 2013;

University of New England, *Academic Qualifications Issuance Policy*, December 2013;

La Trobe University, *Qualifications Issuance Policy*, December 2103.

## 13. 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
4.0	August 2018	Internal Review	AB
Related legislation/ regulation/standard	TEQSA, HESF Standard 1.5 (Qualifications and Certification)		