

CONFERRAL OF ACADEMIC QUALIFICATIONS PROCEDURES

Approving authority	Executive Management Team
Purpose	These procedures outline the processes to be followed for the official conferral of academic qualifications to OIHE graduates
Responsible Officer	Head of Student Services and Administration and Academic Dean
Next scheduled review	August 2021
Document Location	http://www.oxford.edu.au/higher-education/policies-and-procedures/
Associated documents	Admissions Policy and Procedure Conferral of Academic Qualifications Policy

1. PRINCIPLES

- 1.1 The Procedures is guided by the principle of honouring the dignity of the degree or diploma and respecting the achievement of the successful graduates
- 1.2 The sets of procedures as outlined details the sequence and actions that should take place to ensure that graduating students receive their testamurs in time either through a formal ceremony or in the post.
- 1.3 The procedure also outlines the sequence of activity that need to take place to conduct the conferral ceremony in a smooth fashion.

2. SCOPE

These procedures apply to all occasions of conferral of academic qualifications and issuance of official testamurs and transcripts to graduating students.

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

4. PROCEDURES

4.1 Verify, Confirm and Approve Eligibility of Graduands.

Students are eligible to graduate if they have completed all course requirements, have paid all fees and have no outstanding debts or liabilities to the Institute.

The eligibility of students to graduate will be verified, confirmed and approved in accordance with the following process.

4.1.1 The Head of Department and the Head of Student Services and Administration verify and confirm the following;

- the eligible student's identity including name, date of birth and student ID number;
- that the student is formally enrolled in course (for international students the course is the same as listed on PRISMS);
- that the course has been completed within three (3) years for Diploma and ten (10) years for Bachelor of completing course requirements as specific on Time Limit for Completion of an award course policy;
- outstanding disciplinary proceedings (if any);
- verify outstanding academic appeals (if any);

- 4.1.2 The Academic Dean confirms that
 - the student has passed all units required for the award of the AQF qualification in accordance with the course rules;
 - the units completed by the student, are accurately described (code and title) and collectively met the requirements of the qualification.
- 4.1.3 The Accounts Manager verifies and confirms that :
 - all fees have been paid;
 - there are no outstanding or unpaid debts or penalties
 - fee related contracts and acceptance agreements have been securely stored;
- 4.1.4 Once all requirements specified in 4.1.1 – 4.1.3 have been satisfied the Head of Student Services and Administration in consultation with Academic Dean recommend eligible graduates to the Academic Board
- 4.1.5 The Academic Board considers the eligible graduands
 - the Academic Board recommends eligible graduands to the Governing Board
 - the names of eligible graduands are recorded in the confirmed minutes of the Academic board
- 4.1.6 The Governing Board considers the recommendations from the Academic Board
 - The Governing Board approves the award of the qualification
 - the Chair of Governing Board signs the Testamur
 - the names of approved graduands are recorded in the confirmed minutes of the Academic board

4.2 Conferral of the Award / Attend The Conferral Ceremony

- 4.2.1 Approved graduands will be sent a congratulatory message through mail/email and/or mobile messages and invitation to attend the Conferral ceremony.
- 4.2.2 Eligible students will be required to accept and respond to the invitation if they want to attend the Conferral ceremony.
- 4.2.3 Eligible students will have an option to request that the testamur be sent to them via courier mail.
- 4.2.4 All attending graduands will be provided with the details of the proceedings, dressing requirements, arrival times and the date and venue of the conferral of testamurs.
- 4.2.5 Head of Students Services and administration in collaboration with the marketing, library and other support staff will organise the conferral ceremony.
- 4.2.6 All members of the Governing Board and Academic Board and the Executive team of the Institute will be invited in the Conferral Ceremony.

4.3 Printing, Signing and Security of Testamurs

The following quality and contents specifications and safety arrangements must be in place for printing, approving and securing the official testamurs:

- 4.3.1 card stock used for testamurs is made from 120 GSM papers;
- 4.3.2 card stock used for statements of results is made from 100 GSM papers;
- 4.3.3 testamurs will have a unique serial number;
- 4.3.4 testamurs will have a unique identifier which relates the AQF qualification issued;
- 4.3.5 testamurs and statements of results are issued under the common seal of the Institute;
- 4.3.6 statements of results are printed on the Institute letterhead;
- 4.3.7 testamurs are signed by both the Chair of the Governing Board and the President;
- 4.3.8 statements of results are signed by the Vice President;
- 4.3.9 hard copies of testamurs and statements of results registers are kept securely in the office of the Head of Student Services and Administration;
- 4.3.10 electronic copies of testamurs and statements of results registers are kept securely in hard drive in the Head of Student Services and Administration office;
- 4.3.11 The Institute's student management system records issuance of testamurs and statements of results.

4.4 Replacement Testamurs

The following provisions relate to the replacement of testamurs:

- 4.4.1 graduates of the Ozford Institute of Higher Education should have only one copy of original testamur for a qualification;
- 4.4.2 upon request the Institute may replace a lost or partially destroyed testamur using the testamur design and signatures current at the time of the issue of the replacement version;
- 4.4.3 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;
- 4.4.4 The replacement testamur will carry a date of reissue and an annotation advising that this is a replacement testamur.

5. RESPONSIBILITY

The Head of Student Services and Administration and the Academic Dean are jointly responsible for implementing the conferral procedures.

6. QUALITY ASSURANCE

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

- 6.1 internally approved by the Executive Management Team on development or review;
- 6.2 externally reviewed as part of any independent review of the HES Threshold Standards approved by the Governing Board;
- 6.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier);
- 6.4 referenced to the applicable HES threshold Standard and/or other legislation/regulation.

7. FEEDBACK

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

8. VERSION CONTROL

Version	Date approved	Description	Approved by
4.0	August 2018	Initial issue	EMT
Related legislation/ regulation/standard	TEQSA, HESF Standard 1.5 (Qualifications and Certification)		