



## Testamur Issuance Policy

### 1 Purpose

This policy describes the principles and processes of presenting or dispatching testamurs, controlling blank and printed testamurs, issuing replacement testamurs and re-issuing testamurs in accordance with the Australian Qualifications Framework (AQF), 2<sup>nd</sup> edition, January 2013 and the Higher Education Standards (HES) 2015.

### 2 Scope

This policy applies to all of those education providers of Study Group Australia Pty Limited (SGA), University Partnerships' division, delivering accredited Higher Education courses, all staff involved in the delivery of such courses and all students enrolled in such courses.

The terminology used in this policy is consistent with definitions provided in the AQF Glossary of Terminology.

### 3 Policy statement

SGA will issue testamurs to students upon successful completion of their courses. Students who have partially completed their courses will not be issued a testamur. All students are entitled to an academic transcript certifying the subjects, results of subjects and year/trimester subjects undertaken. The transcript will include the following "A statement of attainment is issued when an individual has completed one or more accredited units".

### 4 Principles

- 4.1 A list of students who have satisfied the requirements of a course and who have been nominated for graduation is submitted to the SGA Board of Directors for approval. This list provides details of students, including their names, course(s), subjects undertaken and results achieved.
- 4.2 The SGA Academic Board will recommend that testamurs be issued to students who have satisfied the requirements of a course.
- 4.3 SGA will issue a testamur to any student who has satisfied the requirements of a course as a proof of his/her academic achievement. An academic transcript is also issued together with a testamur to each graduate.
- 4.4 SGA will issue one testamur for one qualification.
- 4.5 SGA will properly handle and secure all electronic, blank and printed testamurs before they are presented or dispatched to graduates.
- 4.6 SGA will issue replacement testamurs in some limited cases as described hereinafter.

### 5 Policy content

- 5.1 Details printed on a testamur must be in accordance with AQF Qualifications Issuance Policy as follows:
  - The name of the SGA education provider which delivered the accredited Higher Education course (the issuing organisation)
  - The full name of the graduate who is entitled to receive an award
  - The full title of the award, e.g. Diploma of Information Technology, Diploma of Business, Diploma of Commerce
  - The date of issue

- The person who is authorised to sign the testamur
  - The authenticity of the testamur
- 5.2 SGA will develop and maintain a register of graduates which records all details of graduates, including but not limited to their courses, start dates and end dates, mode of study, awards conferred upon them, dates of testamurs.
- 5.3 The printed testamur may have an identification number. If an identification number is used then this number must be recorded in a register of graduates.
- 5.4 SGA will organise a graduation ceremony and send an invitation to each graduand to attend this event. Graduands will receive their testamurs at this ceremony. Graduates who choose not to attend a graduation ceremony will receive their testamurs in absentia.
- 5.5 Along with an invitation to attend a graduation ceremony, SGA will communicate with each graduand, asking him/her to confirm the full name of the graduate, the title of the award.
- 5.6 The students who are invited to attend a graduation ceremony have a responsibility to:
- check whether details to be printed on a testamur are correct. In a case of any incorrect detail being found, students must inform SGA as soon as possible and in the timeframe set by SGA.
  - accept or refuse an invitation to a graduation ceremony. An acceptance means that a testamur will be presented to the graduand at the graduation ceremony. A refusal means that the graduate must choose to either collect their testamur or have it mailed to their address. If a testamur is to be collected, the graduate's identification card is required. If a testamur is to be mailed, the graduate must provide his/her mail address.
- 5.7 SGA guarantees the highest security level for electronic, blank and printed testamurs.
- The number of blank testamurs is recorded when they are provided by suppliers and updated regularly when they are used.
  - The number of printed testamurs is recorded and updated regularly
  - The signature of the Centre Director/Campus Director is required when any testamur is destroyed, re-issued or, replaced
- 5.8 SGA will issue replacement testamurs, with conditions, in limited cases as follows:
- The original printed testamurs are lost, destroyed, damaged after they have been presented or dispatched to graduates. The damaged testamurs must be surrendered to SGA. A replacement request for a lost testamur must be supported by a Statutory Declaration.
  - The requests for replacement must be in writing, signed and submitted to SGA. The fee for a replacement testamur applies as documented on the College website.
  - The word "REPLACEMENT" will be printed on the replacement testamurs
  - Where it applies the identification number printed on both the replacement testamur and the original printed testamur will be identical to each other
  - Details of the replacement will be recorded in the register of graduates
- 5.9 SGA will re-issue testamurs with conditions in cases including:
- The original testamurs contain errors which are SGA's fault after they have been presented or dispatched to graduates. The original printed testamurs must be surrendered to SGA
  - The requests for re-issuance must be in writing, signed and submitted to SGA. The requests must not be in any form of email or facsimile.

- The fee does not apply
- The word “REPLACEMENT” does not apply
- Where it applies the identification number printed on both the re-issued testamur and the original printed testamur must be identical to each other
- Details of the re-issuance will be recorded in the register of graduates.

5.10 SGA will confiscate or revoke testamurs in cases as follows:

- A testamur has been mistakenly conferred SGA
- A testamur has been illegally obtained by a third party
- A request for re-issuance or replacement due to damage has been submitted.
- Qualification is revoked if obtained illegally, fraudulently or through bribery

#### Version Control

Document: Testamur Issuance Policy		
Approved by: Academic Board (West)		Date: approval 27 February 2017
Version: 3	Replaces version: 2 24 Aug 2012	Next review date: Feb 2022