

## CHS Graduation, Transcripts and Testamurs Policy

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## 1. Purpose

This policy defines eligibility to graduate from an award course at the ECA College of Health Sciences (CHS) and describes the requirements for issuing official and certified documentation.

## 2. Scope

This policy applies to all students and to all awards conferred on students from any course or unit(s) of study at CHS.

## 3. Definitions

Term	Definition
<i>AQF</i>	The Australian Qualifications Framework, a national framework that describes the minimum standards and levels of Australian qualifications and award courses.
<i>Award</i>	A diploma, degree, Statement of Attainment, prize, or other certificate or recognition conferred on a student upon completion of a course or unit(s) of study.
<i>Course</i>	A structured sequence of study leading to the award of a degree, diploma, certificate or other recognized qualification, which when successfully completed, is conferred on the graduand by the Board of Directors of CHS.
<i>Graduand</i>	A student who has completed all the course requirements of the award course that the student had originally enrolled in and is now deemed eligible to graduate.
<i>Graduate</i>	A graduand who has had their award conferred on them by the Board of Directors of CHS.
<i>Graduate in absentia</i>	To have an award conferred without being physically present at an official graduation ceremony.

## 4. Policy Statements

The Higher Education Standards Framework (Threshold Standards) 2015 Standard 1.5 Qualifications and Certification establishes the specifications for the production and issuance of official and certified academic documents, including:

*1.5.1 Qualifications, other than higher doctoral or honorary qualifications, are awarded only if a course of study leads to the award of that qualification and all of the requirements of the course of study have been fulfilled.*

*1.5.3 When an Australian Higher Education Qualification is offered, the course of study leading to the qualification is either self-accredited under authority to self-accredit or accredited by TEQSA and the learning outcomes for the qualification are consistent with the level classification for that qualification in the Australian Qualifications Framework.*

*1.5.5 All certification documentation issued by the higher education provider is:  
a. unambiguously issued by the registered higher education provider*

- b. readily distinguishable from other certification documents issued by the higher education provider*
- c. protected against fraudulent issue*
- d. traceable and authenticable*
- e. designed to prevent unauthorised reproduction, and*
- f. replaceable by the higher education provider through an authorised and verifiable process.*

1.5.6 Testamurs state correctly, in addition to the requirements for all certification documentation:

- a. the full title of the qualification awarded, including the field or discipline of study*
- b. any subsidiary component of the qualification (such as integrated honours, an area of specialisation or a major study), and*
- c. if any parts of the course of study or assessment leading to the qualification were conducted in a language other than English, except for the use of another language to develop proficiency in that language.*

1.5.7 Records of results state correctly, in addition to the requirements for all certification documentation:

- a. the full name of all courses and units of study undertaken and when they were undertaken and completed*
- b. credit granted through recognition of prior learning*
- c. the weighting of units within courses of study*
- d. the grades and/or marks awarded for each unit of study undertaken and, if applicable, for the course overall*
- e. where grades are issued, an explanation of the grading system used*
- f. where a course of study includes a significant particular focus of study such as honours, an area of specialisation or a major study, a definition of that component of significant focus, and*
- g. any parts of a course or units of study or assessment that were conducted in a language other than English, except for the use of another language to develop proficiency in that language.*

1.5.10 Students who complete one or more units of study that do not lead to the award of a qualification have access to an authorised record of results for the units undertaken.

Standard 6.2.1h specifies the Board of Directors' responsibilities in terms of assurance that:

*6.1.2 h qualifications are awarded legitimately*

The AQF Qualifications Issuance Policy ensures that graduates receive official and certified documents to which they are entitled, including:

*2.1.1 All graduates who have completed a program of learning that leads to the award of an AQF qualification are entitled to receive the following certification documentation on award of the qualification:*

- a testamur; and*
- a record of results.*

*A graduation statement will also be issued as its usage is adopted across the education and training sectors.*

*2.1.2 Students who complete part of the requirements of an AQF qualification in which they are enrolled are entitled to receive a record of results.*

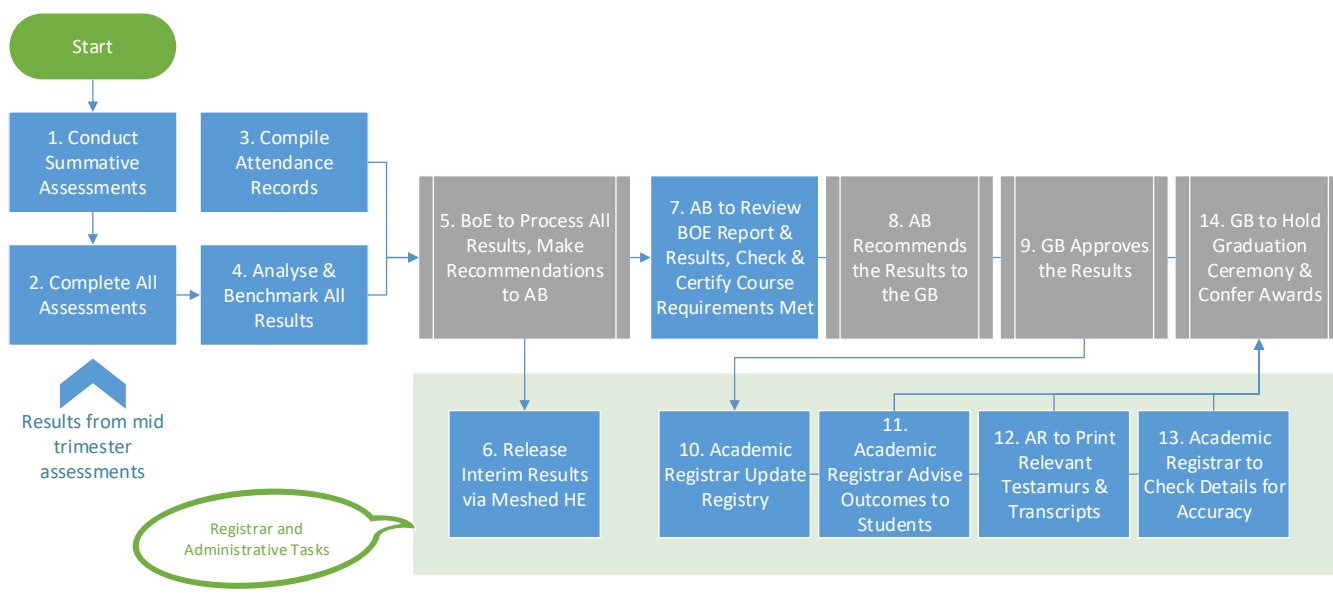
*2.1.3 Graduates are entitled to retain testamurs and records of results once they have been issued unless the:*

- AQF qualification builds on a lower level qualification in the same discipline at the same issuing organisation and it has a policy regarding the surrender of certification documentation; or*
- AQF qualification is revoked under the terms of the issuing organisation's policy*

All official and certified academic documents issued by CHS will comply with the requirements of the Higher Education Standards Framework (Threshold Standards) 2015 and the AQF Qualifications Issuance Policy.

## 5. Approval to Graduate

Figure 1 shows the process and responsibilities for determining that students have fulfilled all of the requirements of the course of study and are eligible to graduate. The steps are described below. Note that each of the steps in Figure 1 and the associated table must be performed in full conformity with the respective CHS policies and procedures.



**Responsibilities**

- 1. Unit convenors
- 2. Unit convenors
- 3. Dean/DoS/Academic Registrar
- 4. Academic Registrar/Dean/DoS
- 5. Board of Examiners (BoE)
- 6. Academic Registrar

- 7. Academic Board (AB)
- 8. Academic Board (AB)
- 9. Governing Board (GB)
- 10. Academic Registrar
- 11. Academic Registrar
- 12. Academic Registrar
- 13. Academic Registrar
- 14. Governing Board

Figure 1: CHS Processes and approval to graduate

Step	Function	Responsibility
1	Complete and mark all summative assessments for each unit of study in the trimester under consideration.	Unit convenors
2	Compile a consolidated mark and a grade for each student in each unit of study based on the unit assessment results & other criteria in the trimester.	Unit convenors
3	Compile records of participation/attendance for each enrolled student and highlight students with special needs or those faced compelling situations.	Dean/DoS/Acad. Registrar
4	Compile all trimester results, derive grade distributions, compare results to past cohorts and other benchmarks, highlight areas of concern & other data.	Acad. Registrar/DoS/Dean
5	Review student results individually and cohorts, compare grade distribution & benchmarks, assign a category to each student, assess requests for special consideration & recommend intervention measures, check to see who has fulfilled all the requirements of their course & recommend graduation, prepare a report to the Academic Board with due recommendation	Board of Examiners (BOE)
6	Release interim results to students via the Student Management System (Meshed Higher Ed is a secure system for each student to view his/her own results), receive and deal with appeals as per the Academic Appeals policy.	Academic Registrar
7	Discuss the BOE's report, investigate and ratify the results and ensure integrity and comparability, check the status of academic appeals and check and certify that all course requirements are met for prospective graduates.	Academic Board (AB)
8	Compile a report on the academic results and recommend results to BOD including eligible graduates and conferral of awards and honours.	Academic Board
9	Review the results and report of the Academic Board, approve the results including list of graduates and approve conferral of awards and honours.	Board of Directors (BOD)
10	Update the Registry of the approved results.	Academic Registrar
11	Advise students and graduands of the approved results (via SMS)	Academic Registrar
12	Print the Academic Transcripts and Testamurs and register the respective awards, prepare for Graduation Ceremony.	Academic Registrar

13	Prior to the Graduation Ceremony double check each testamur and transcript to ensure accuracy of students and details and capture an image for records.	Academic Registrar
14	Hold Graduation Ceremony to confer the respective testamur and bestow honours to graduates and high performing students.	Board of Directors

## 5.1 Official and Certified Academic Documents

CHS will issue the following official and certified academic documents, subject to the eligibility criteria as defined for each document:

### 5.1.1 Testamurs

The testamur is an official and certified document identifying that the student named on the document has successfully completed the award named on the testamur.

CHS testamurs are issued under the authority of the Board of Directors, pursuant to the formal registration and accreditation granted by the Tertiary Education Quality Standards Agency. Each testamur will testify the following information:

- CHS's name and logo and the authority under which the testamur has been issued (i.e. the Board of Directors);
- the title of the award;
- the date of the award; and
- the full name of the student as recorded on the student's record.

A CHS testamur will only be issued to students who are eligible to graduate. The testamur will be printed on stationary featuring the Seal of the College and will show the names and signatures of the CEO and the Registrar and a unique certificate number for document identification.

### 5.1.2 Academic Record (also referred to as transcript)

The Academic Record is an official and certified document detailing a student's enrolment record at the College. Each transcript will testify the following information:

- CHS's name and logo;
- the title of the award;
- the completion date of the award;
- the conferral date of the award;
- a complete chronological list of enrolled units, the unit's credit point value, and marks and grades attained and, if applicable, for the course overall;
- the weighting of units within courses of study
- credit granted through recognition of prior learning;
- where a course of study includes a significant particular focus of study such as honours, an area of specialisation or a major study, a definition of that component of significant focus
- an explanation of the grading system used and the results;
- the full name of the student as recorded on the student's record; and
- any parts of a course or units of study or assessment that were conducted in a language other than English, except for the use of another language to develop proficiency in that language

A CHS Academic Record will only be issued to students who are eligible to graduate. The Academic Record will be printed on stationary featuring a security background and micro security text, and will show the name and signature of the Registrar and a unique certificate number for document identification.

### **5.1.3 Student Completion Letter**

The Student Completion Letter is an official and certified document identifying that the student named on the document has successfully completed the award named on the letter. Each letter will testify the following information:

- CHS's name and logo;
- the title and level of the award;
- the CRICOS Code of the award;
- the commencement date of the award;
- the completion date of the award;
- the date the requirements of the award were met;
- the study mode and delivery location of the award;
- the language of instruction of the award; and
- the full name of the student as recorded on the student's record.

A CHS Student Completion Letter will only be issued to students who are eligible to graduate. (refer below 4.2 Graduation)

The Student Completion Letter will be printed on stationary featuring a security background and micro security text, and will show the name and signature of the Registrar.

### **5.1.4 Statement of Attainment**

The Statement of Attainment is an official and certified document identifying that the student named on the document has successfully completed a specified number of units as named on the statement. Each statement will testify the following information:

- CHS's name and logo;
- the title of the award from which the units were completed;
- a complete list of completed units, the unit's credit point value, and marks and grades attained;
- an explanation of results;
- the completion date of the units;
- the full name of the student as recorded on the student's record;
- the student's CHS Student Number.

A Statement of Attainment will only be issued to students for units enrolled in and completed at the College. Units for which a student has been awarded Recognition of Prior Learning will not be included on the Statement of Attainment.

Students who have outstanding financial obligations to the College will not be eligible to receive a Statement of Attainment until the obligations are fulfilled.

The Statement of Attainment will be printed on stationary featuring a security background and micro security text, and will show the name and signature of the Registrar and a unique certificate number for document identification.

### **5.1.5 Replacement documentation**

The Registrar may approve the replacement of any official and certified document issued by CHS in cases where the originally issued document has been lost, or partially destroyed, or where the recipient student has legally changed their name.

The replacement document will specify the date of re-issue and an annotation declaring the document to be a replacement. The listed names and signatures of the Registrar and CEO (as appropriate), and other design features as specified above will be current as at the date of re-issue of the document.

## **5.2 Graduation**

All students who have been admitted to and enrolled in an award course at CHS will be deemed eligible to graduate if they:

- have fulfilled all the course requirements of the award;
- have fulfilled all their financial obligations to the College;
- are not suspended or excluded from the College (refer Course Progress Policy; Academic Integrity Policy and Procedures; Student Non-Academic Misconduct Policy);
- they have not already graduated from the award; and
- have been approved to graduate by the Academic Board.

All students deemed eligible to graduate will be included in the next scheduled graduation ceremony. Any student who is eligible to graduate may elect to defer their graduation to a subsequent ceremony not more than 12 months following the completion of their award course.

Any student who is eligible to graduate may elect to graduate in absentia. A student who has graduated in absentia will not be permitted to participate in another official graduation as a graduand of the same award.

Any student eligible to graduate who after 12 months following the completion of their award course:

- has not attended an official graduation ceremony; and
- has not elected to graduate in absentia will be automatically graduated in absentia.

## **5.3 Record Management**

All records of graduated students and students eligible to receive a Statement of Attainment are permanently kept in an electronic format in the Student Management System.

The academic records of current and past students of CHS belong to the College. The Registrar is the appointed steward of all academic records and is responsible for ensuring the security, access control, accuracy and validity of the electronic student data.

## 6. Responsibilities

### 6.1 Students

- Current and former students who wish to request a copy of their Academic Record must do so using the Request for Academic Record form and pay the required fee.
- Students are not permitted to obtain a copy of any of the official academic documents if they have outstanding debt to the College.
- Requests for academic documents must be made by the individual student or former student, not by third parties. The exception to this is where the individual student has signed verifiable authorisation for a third party to request the document/s. Where it is considered there are exceptional circumstances beyond this, the request needs to be submitted to the Academic Registrar for approval.
- All students have the responsibility of keeping their contact details up to date to allow the CHS Administration staff to contact them about official academic documents if required.

### 6.2 Academic Registrar

The Academic Registrar is responsible for all aspects of official documents issued to students. He or she is normally assisted by an administrative staff, who shall seek the Registrar's authorisation and maintain a record of the same on the Student Management System before printing the official academic documents when requested by current and former students or when required for graduating students.

The Academic Registrar is responsible for ensuring that the information on and format of the official academic documents (Statement of Attainment, Testamur, Transcript of Academic Record) are:

- accurate, recording correct student enrolment details and unit results
- verifiable, with evidence available to support it can be certified
- secure, with privacy/confidentiality maintained in line with privacy legislation
- compliant with the requirements of:
  - CHS's approved format for each academic document
  - the Tertiary Education Quality Standards Agency (TEQSA)
  - the Australian Qualifications Framework (AQF)

### 6.3 Student Management System Staff

The Student Management System (SMS) staff are responsible for ensuring the SMS is configured correctly to produce official academic documents that comply with CHS's approved requirements.

## 7. Records

Records associated with this policy will be maintained according to the Records Management Policy and Record Retention and Disposal Schedule.

## 8. Related Documents

- CHS Academic Management Plan



- CHS Student Administration and Support Plan
- CHS Academic Integrity Policy
- CHS Course Progress Policy
- CHS Student Non-Academic Misconduct Policy
- CHS Student Academic Records Management Policy

## **9. Related legislation**

- Higher Education Support Act 2003
- Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
- TEQSA Higher Education Standards Framework (Threshold Standards) 2015
- Education Services for Overseas Students (ESOS) Act 2000 and National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)
- Australian Qualifications Framework (AQF).