

## AWARDS ISSUANCE POLICY

### Purpose

The purpose of this Policy is to set out Asia Pacific International College Pty Ltd, Higher Education Leadership Institute Pty Ltd and the ECA Higher Education Institute Pty Ltd trading as the ECA College of Health Sciences (collectively 'the College') requirements for the:

- Issuance, verification, replacement, modification, relinquishment and revocation of certification documentation and awards.
- This policy aligns with the Higher Education Standards Framework (Threshold Standards) 2015 and the Australian Qualifications Framework (AQF).

### Scope

This policy applies to all students, graduands and graduates for all awards conferred at the College.

### Definitions

Term	Definition
<b>Academic Transcript</b>	An official record issued by the College that details a student's academic history, including all units of study undertaken, results achieved and any qualification awarded, in accordance with the Australian Qualifications Framework (AQF).
<b>Australian Qualifications Framework (AQF)</b>	The national framework that specifies the standards and levels for Australian qualifications.
<b>Award</b>	A qualification such as a degree, diploma or other recognised certification, conferred on a student upon successful completion of the requirements of a course of study.
<b>Course</b>	A structured sequence of study leading to the award of a recognised qualification, which is conferred on the graduand by the Board of Directors of the College upon completion.
<b>Graduand</b>	A student who has completed all course requirements and has been deemed eligible to graduate.
<b>Graduate</b>	A graduand whose award is formally conferred on them by the Board of Directors of the College.
<b>Graduate in absentia</b>	A graduate whose award is conferred without attendance at a graduation ceremony.
<b>Testamur</b>	an official certification document confirming named student has successfully completed specified qualification.
<b>Unit of study</b>	A single component of a course.

## Policy Statement

All certification documentation issued by the College will comply with Higher Education Standards Framework (Threshold Standards) 2015 and AQF Qualifications Issuance Policy, ensuring authenticity, traceability and protection against fraud.

### Types of Award Documentation Issued

- Students who satisfactorily completed the requirements for an award in a higher education qualification offered by the College are entitled to receive a Testamur and an academic transcript.
- Students who are deemed eligible to graduate are entitled to receive completion letters as an interim statement of their achievement.
- Students who complete one or more requirements that form part of a higher education qualification issued by the College are entitled to receive an academic transcript.
- Students who complete training or other activities offered by the College may be issued with appropriate certification documentation.

### Award Document Specifications

All testamurs and academic transcripts issued by the College must be prepared consistent with the specifications approved by the Registrar.

The College issued academic transcript will include, for AQF recognised higher education awards, information that correctly identifies all accredited units attempted by the student towards the qualification award including any failed units and all instances of repeated units undertaken by the student.

The College issues academic transcripts for all AQF recognised awards. These may also include information relating to other course requirements leading to the attainment of the award, for example, statements regarding professional accreditation or a record of any credit granted in accordance with the Award of Credit Policy.

### Protection Against Fraud

Hard copy documentation will be issued on official College stationery incorporating security features designed to prevent unauthorised reproduction. The Registrar's office will ensure that all official stationery is securely stored and controlled to prevent unauthorised use.

Any individual found to be falsified or attempted to falsify certification documentation, completion letters, or any other College issued documentation recording a students' academic information or qualification attainment will be managed in accordance with the College's student and staff policies. Such actions may also result in prosecution under the applicable Australian Commonwealth, State or Territory Crimes Act.

### Authority to Confer the College's Awards

The process for approval and issuance of awards is as follows:

- Board of Examiners recommends eligible students.
- Academic Board certifies completion.
- Board of Directors approves conferral.
- Registrar authorises issuance of certification documentation.

## Eligibility to Graduate

To be eligible to graduate, students must:

- Have been enrolled in the course leading to the award.
- Be in good academic standing (i.e. not suspended or excluded from the College).
- Not have previously graduated from the same award.
- Have been assessed as having successfully completed all academic requirements of the course, including any approved credit granted in accordance with the Award of Credit Policy, as determined by the Board of Examiners.
- Have no outstanding fees or other obligations to the College (if applicable).
- Be confirmed as eligible to graduate by the Academic Board.

## Conferral of Awards

Students who have satisfactorily completed all requirements for graduation in accordance with the course accreditation documentation, will be deemed eligible for conferral of the relevant award at the next College's graduation ceremony. Certification documentation will normally be issued within 10–20 working days following conferral to students unable to attend the graduation ceremony.

### Eligibility to Graduate in aegrotat.

- Where a student is unable to complete course requirements due to death or permanent incapacity but has completed a substantial proportion of the course requirements, the Dean (Academic) may recommend to the Board of Directors that the student is deemed to have completed the requirements of a course in aegrotat.
  - Such recommendations are normally made within two (2) years of the student's last enrolled teaching period and must be supported by relevant documentary evidence. Evidence may include the academic results of studies attempted and completed, completion of research work, papers and publications, literature reviews, or other tangible course and/or research-related activities.
- Students granted an award in aegrotat will be considered eligible for conferral of the entitled award at the next College's graduation ceremony
- The testamurs will clearly indicate that the award has been conferred in aegrotat and relevant units will be annotated accordingly.

### Conferral of an Award Posthumously

Where a student who has been deemed as eligible to graduate, including in aegrotat becomes deceased before the conferral of the award for which s/he is eligible, the Board may approve the award to be conferred posthumously.

### Withholding of Graduation Entitlement

The Board of Directors may withhold a student's eligibility to graduate, attend a graduation ceremony, and/or receive certification documentation where:

- Disciplinary proceedings are pending or have commenced in accordance the College's policies.
- The student has outstanding financial obligations to the College.
- The student has not returned College property including library materials or other College equipment.

## Issuing of Certification Documentation

Students who complete all requirements of their enrolled course will have the relevant award conferred by the College Board of Directors.

Upon conferral, graduates will be issued with a Testamurs and academic transcript. Students may request additional copies of their academic transcript or Testamurs on a fee-for-service basis.

## Supply of Award Documentation to Third Parties

The College may provide copies of a student's testamur or academic transcript to external organisations (for example, professional accreditation bodies, educational institutions, and for employment purposes), where the student has provided written consent or where such disclosure is required or permitted under College's Privacy and other relevant policies.

The College may also be required to disclose such documentation in accordance with relevant legislation including the Higher Education Support Act 2003, National Vocational Education and Training Regulator Act 2011, and/or the Education Services for Overseas Students Act 2000, and to police services or other law enforcement agencies under subpoena, police search warrant or in response to lawful requests from regulatory or law enforcement authorities.

## Supply of Completion Letter

A completion letter is a document confirming that a student has met the requirements of a specified qualification. It may be issued following approval of course completion and prior to formal conferral of the award and does not constitute official conferral. A completion letter is not equivalent to a testamur cannot be used as formal qualification evidence.

Completion letters are issued by the Registrar (or delegate) to eligible students. Additional copies may be requested prior to conferral on a fee-for-service basis.

All completion letters must comply with the format and wording prescribed by the Registrar.

## Modification, Revocation and Return of Certification Documentation

The College may revoke an award and require the return of a testamurs, academic transcript, and/or other award documentation in specified circumstances.

A formal review process may be initiated by the Registrar. A panel may be appointed to investigate the matter and provide recommendations to the Board of Directors.

### Award obtained by fraud, misconduct, or dishonesty.

The College's Board of Directors may revoke an award where it is satisfied that the award was improperly obtained. Any associated prizes, scholarships, or other benefits awarded by the College will also be revoked and must be returned or repaid to the College. Upon revocation of an award by the College's Board of Directors, the individual will be notified in writing and must cease representing themselves as a recipient of the award.

### Award was conferred in error.

The College's Board of Directors may revoke an award where it is determined that certification documentation was issued in error.

### Document error

The Registrar may require the return of certification documentation where it contains incorrect information and will issue a corrected version. Reissued documents may or may not be presented at a graduation ceremony.

### Other circumstances

The College's Board of Directors may revoke an award where it determines that, had it been aware of the relevant circumstances at the time of conferral, the award would not have been granted.

### Nested Awards and Articulation

Where a student has been awarded a lower AQF qualification in the same discipline the student may be required to surrender the lower-level qualification prior to the conferral of the higher award, where the break in study is less than one year.

Any variation to this requirement must be approved by the Board of Directors on the recommendation of the Academic Board and recorded in the relevant articulation arrangements.

### Replacement of Testamur and Other Certification Documentation

Graduates may apply for a replacement testamur due to document loss or damage or legal name change. Replacement Testamurs will be issued upon approval by the Registrar for a fee and will be recorded in the Certificate Register.

The Registrar may approve the replacement of a testamur issued to the College graduate upon the receipt of a completed application, which includes:

- Completed application form.
- Statutory Declaration.
- supporting documentation (e.g. legal evidence of name change).
- Valid identification.
- Payment of any applicable fee.

A graduate who applies for a replacement testamur in the event of the loss of the original must sign an agreement stating that 'if the original document is subsequently found, the replacement testamur will be returned to the College.'

Replacement testamurs will be issued in the current approved format, and will be annotated to indicate the date and reason for reissue. Replacement testamurs will not be presented at an award ceremony.

### Verification of the College Awards

The College supports the verification of academic qualifications by external parties, including employers, professional bodies, and regulatory authorities.

Verification requests must be submitted to the Registrar and will be processed in accordance with the College's privacy and confidentiality requirements.

## Records Management

All records of graduates and issued certification documentation are securely maintained in an electronic format and where applicable associated authorised systems.

The College will maintain a Qualifications Register of all awards conferred. All academic records remain the property of the College.

## Roles and Responsibilities

The Registrar is responsible for issuing, maintaining the accuracy, integrity, and security of all academic records, including updating records where an award is revoked or modified, in accordance with the Student Academic Records Management Policy.

The Academic Board certifies completion with the Board of Directors conferring awards. Students are responsible for maintaining accurate personal details.

## Related Documents

- Constitution
- Governance Charter

## Relevant Legislation

- Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth)
- Higher Education Standards Framework (Threshold Standards) 2021
- Education Services for Overseas Students Act 2000 (Cth)
- Education Services for Overseas Students Regulations 2001
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code)
- Higher Education Support Act 2003 (Cth)

## Version Control

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Version	Summary of Changes	Approval date	Effective Date
1.0	<p>All three existing ECA PHE Award Issuance Policies amalgamated into a single co-branded Award Issuance Policy.</p> <p>The updated policy strengthens fraud prevention and award integrity controls.</p>	<p>1 May 2026 Board of Directors</p>	12 May 2026