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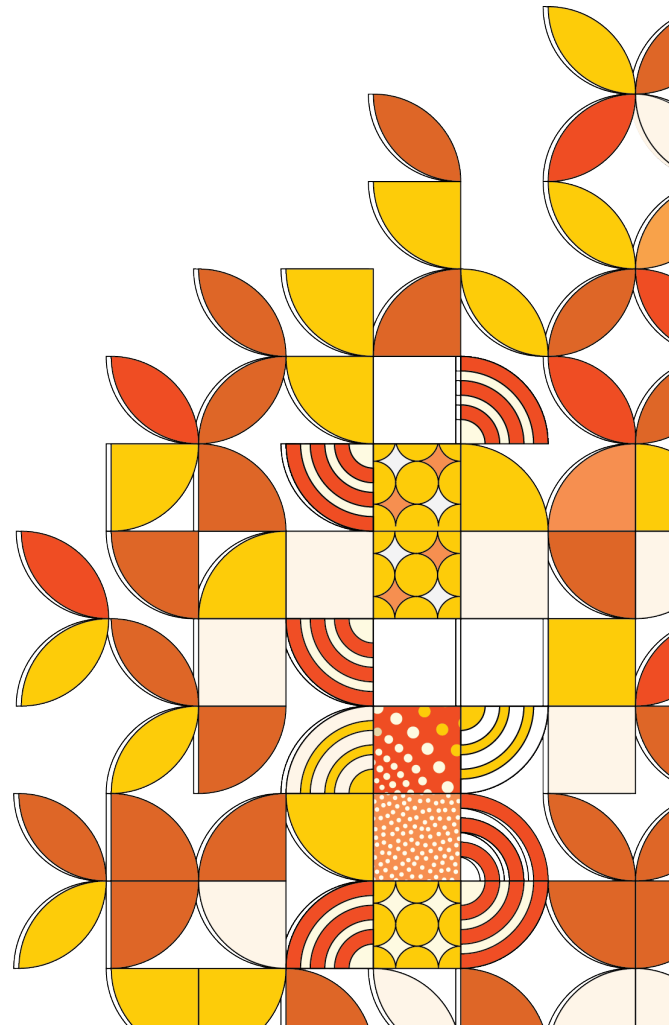
Category: Institute of Higher Education

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# Issue of Testamur Policy

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## SECTION 1

### Purpose

1. This policy describes the Institute of Health & Management's (IHM's) principles and procedures governing the issue and reissue of the official testamur and related documents.

### Scope

2. This policy applies to the testamur and documentation issued to students upon completion of a higher education course of study and are entitled to receive the following at the time of conferral under the delegation of the accrediting authority:
  - a) Testamur
  - b) Academic Transcript
  - c) Australian Higher Education Graduation Statement (AHEGS) (for graduates only)
3. It does not apply to certificates of participation or other such documents.

### Suite documents

4. This Policy is linked to the following procedures:
  - a) Issue of Testamur Procedure
  - b) Australian Higher Education Graduation Statement (AHEGS)
  - c) See also Associated Information listed in the 'Related Internal Documents' in Section 4 below

## SECTION 2

### Policy

#### 5. Principles

- a) The Board of Directors have the final authority over the issuance of testamur.
- b) The Academic Board ratifies the conferral of awards.

- c) The testamur embodies the academic rigour of the IHM courses, which is essential to maintaining a sound reputation as an education provider among potential employers of IHM graduates, potential students and other stakeholders. Protecting the security and integrity of the testamur is therefore an important aspect of reputation stewardship for the Institute.
- d) IHM ensures that the awards are conferred for the qualifications which are consistent with the level classification for that qualification in the AQF.
- e) IHM ensures that the awardees of qualifications are issued with authorised certification documentation including a testamur, an academic transcript and an Australian Higher Education Graduation Statement (AHEGS) that state correctly:
  - a. The name of the registered higher education provider issuing the documentation.
  - b. The full title of the qualification awarded, including the field or discipline of study.
  - c. The full name of the person to whom the documentation applies.
  - d. The date of issue.
  - e. The name and office of the person authorised by IHM to issue the documentation.
  - f. If the qualification is recognised in the AQF, the testamur and the graduation statement is certified with the logo of the AQF.
- f) All certification documentation issued by IHM is:
  - a. Unambiguously issued by IHM.
  - b. Readily distinguishable from other certification documents issued by IHM.
  - c. Protected against fraudulent issue by using anti-fraud certificate paper with hidden words and heat sensitive feature on the back.
  - d. Traceable and authenticable.
  - e. Designed to prevent unauthorised reproduction.
  - f. Replaceable by IHM through an authorised and verifiable process.
- g) IHM issues academic transcripts as the official record of results. Academic transcript must feature the following:
  - a. Full name of the student and the Student ID number
  - b. Date of issue
  - c. The full name of the course and units of study undertaken and when they were undertaken and completed.

- d. Credit granted through recognition of prior learning.
  - e. The weighting of units within courses of study .
  - f. The grades awarded for each unit of study undertaken and, if applicable, for the course overall.
  - g. An explanation of the grading system used.
  - h. Cumulative GPA based on the allocated marks.
  - i. IHM’s provide number and CRICOS registration code.
  - j. Credential Number
- h) Graduation statements contain, in relation to a particular course of study and the qualification awarded, the information contained in a record of results, presented in a form that conforms with the requirements for an Australian Higher Education Graduation Statement (AHEGS).
- i) Qualifications that do not align with a qualification that is recognised in the AQF are not described using the nomenclature of the AQF or implied to be a qualification recognised in the AQF or an equivalent qualification.
- j) Students who complete one or more units of study that do not lead to the award of a qualification have access to an authorised academic transcript for the units undertaken.
- k) IHM will maintain a register of graduates which records all details of graduates, including but not limited to their course, start dates, end dates, mode of study, award conferred upon them, dates of issue etc.
- l) The printed testamur will have an identification number, which will be recorded in the register.

**SECTION 3**

Associated information

<p><b>Related Internal Documents</b></p>	<ul style="list-style-type: none"> <li>• Australian Higher Education Graduation Statement (AHEGS)</li> <li>• Credit and Prior Learning Policy</li> <li>• Credit and Prior Learning Procedure</li> <li>• Fee, Charges and Refund Policy</li> <li>• Fee, Charges and Refund Procedure</li> <li>• Issue of Testamur Procedure</li> <li>• Student Academic Progression Policy</li> <li>• Student Academic Progression Procedure</li> <li>• Student Code of Conduct</li> <li>• Student Code of Conduct Implementation Guidelines</li> </ul>
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	<ul style="list-style-type: none"> <li>• Student Complaints and Appeal Policy</li> <li>• Student Complaints and Appeal Procedure</li> <li>• Student Support Framework</li> <li>• Student Support Services Policy</li> <li>• Student Support Services Procedure</li> </ul>
<b>Related Legislation, Standards, and Codes</b>	<ul style="list-style-type: none"> <li>• Tertiary Education and Quality Standards Agency Act 2011</li> <li>• Higher Education Standards Framework (Threshold Standards) 2021</li> <li>• TEQSA Guidance Notes</li> <li>• Education Services for Overseas Students Act (2000)</li> <li>• National Code of Practice for Providers of Education and Training to Overseas Students (2018)</li> <li>• Australian Qualifications Framework (AQF) (2014) Qualifications Pathways Policy</li> <li>• Australian Higher Education Graduation Statement</li> </ul>
<b>Date Approved</b>	01/12/2021
<b>Date Endorsed</b>	15/12/2021
<b>Date of Effect</b>	02/12/2021
<b>Date of Next Review</b>	31/12/2024
<b>Approval Authority</b>	Academic Board
<b>Responsibility for implementation</b>	Academic Dean
<b>Document Custodian</b>	Chair, Academic Board
<b>PinPoint Doc ID</b>	IHM-ITP1 – 4.1

### Change History

<b>Version Control</b>		Version 4
<b>Change Summary</b>	Date	Short description of the change, incl version number, changes, who considered, approved, etc.
	10/11/2021 Version 4	<ul style="list-style-type: none"> <li>• Policy and Procedure are separated into two documents</li> <li>• Wells Advisory feedback was accepted and incorporated</li> <li>• Added version number</li> <li>• Minor editorial changed</li> <li>• Version 4 approved by Academic Board in December 2021</li> </ul>

	22/11/2023 Version 4.1	<ul style="list-style-type: none"><li>• The definitions have been relocated to the IHM glossary and the template has been updated.</li></ul>
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