

Issue of Testamur Procedure



Institute of Health &
Management Pty. Ltd.

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SECTION 1

Purpose

1. This procedure describes the process by which student who have successfully completed the requirements for an Award of Institute of Health & Management (IHM) have their award conferred by the issuance of the official testamur and related documents.

Scope

2. This procedure 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.

Definitions

4. The following definitions have their meaning as spelt out below:
 - a) **Academic transcript** - an official legal record of all the units of study of a course completed at IHM and includes the cumulative GPA earned by the student.
 - b) **Australian Higher Education Graduate Statement (AHEGS)** - The Australian Higher Education Graduation Statement (AHEGS) provides information on a student's higher education qualification, the institution at which the qualification was obtained and the Australian higher education system in one easy to read document.
 - c) **Australian Qualification Framework (AQF)** – The AQF is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework. **Board of Examiners (BoD)** – A review panel that determines the academic progression status of students.
 - d) **Conferral** - the legal act of graduation. Awards are conferred by IHM at a graduation ceremony or 'in absentia'.
 - e) **Credit transfer (CT)** - awarding credit towards one qualification based on a student having completed a course, or components of a course, or other formal learning that is demonstrably equivalent to an IHM course.
 - f) **Date of Issue** – is the date in the testamur which is ratified by the Academic Board.
 - g) **Grade Point Average (GPA)** - a calculation for higher education results which is typically calculated by adding all the numbered grades received by a student and dividing them by the number of credits taken. The cumulative GPA is reflected in the academic transcript. The Academic Board approved the introduction of the GPA in June 2020. IHM has adopted a 4-point GPA scale.
 - h) **Recognition of prior learning (RPL)** - A process of evaluating a student's prior learning (formal, informal, nonformal learning) to determine its equivalence to, and therefore the amount of credit that may be granted towards their course of study.
 - i) **Testamur** – A Testamur is the legal certification of a degree that is presented upon graduation from IHM. A Testamur will include the students full legal name, the date the award was conferred and the award title and major (in relevant). **TEQSA** - The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national quality assurance and regulatory agency for higher education. **Weighted Average Mark (WAM)** - an indication of overall academic performance. The WAM is the average mark achieved by a student across all completed units in a course, including any failed and repeated subjects.

Suite documents

5. This Policy is linked to the following procedures:
 - a) Issue of Testamur Policy
 - b) Australian Higher Education Graduation Statement (AHEGS)

- c) See also Associated Information listed in the 'Related Internal Documents' in Section 4 below

SECTION 2

Procedure

6. Issue of Testamur and Australian Higher Education Graduation Statement (AHEGS)

- a) Graduates are issued with authorised documentation including testamur and [AHEGS](#) that conforms to the requirements of the [Higher Education Standards Framework](#).
- b) Testamurs are only awarded if a course of study leads to the award of the testamur and all of the requirements of the course of study have been fulfilled. When issuing a testamur to students who have completed a course of study, the following procedure will apply:
 - a. The student applies to graduate, submitting an 'application for an award' form.
 - b. The Board of Examiners verifies and approve the grades and recommends Academic Board for approval and endorsement of graduation.
 - c. The Registrar or delegate verifies that the conditions for issuing the award have been met and initiate the certificate issuance process.
- c) An award will be issued based upon the fulfilment of the following conditions:
 - a. All academic requirements of the award have been fulfilled and grades have been approved by the Board of Examiners and endorsed by the Academic Board.
 - b. All outstanding fees have been paid, including fees for an upcoming semester if the student is continuing their studies.
- d) The Student Support Services completes the relevant certificate issuance checklist in the student Management System.
- e) The Quality Assurance team conducts final quality assurance checks and updates the Certificate Issuance Checklist in the Student Management System.
- f) The Board of Directors or the delegated Board ratifies the application and releases the testamur, placing on it the common seal of IHM.
- g) The Chief Executive Officer and the Chair, Academic Board signs the testamur.
- h) The award is conferred and the testamur is presented to the student either:
 - a. At an official graduation ceremony; or
 - b. By registered post, if the student has elected to graduate in absentia.
- i) The testamur is issued within 30 business days from the date of Board of Examiners approval.
- j) Students are entitled to receive a free copy of the testamur, academic transcript and AHEGS upon graduation. In case of replacement or official copies of transcript pre-graduation, standard fee will be applicable.

7. Issue of a Replacement Testamur

- a) A replacement testamur will be issued, at a graduate's expense, if a student's testamur is lost, stolen or damaged:
 - a. The graduate applies for a replacement testamur, submitting a 'Request for Replacement Testamur' form and proof that their previous testamur has been lost, stolen or damaged.
 - b. The Registrar or delegate receives the application, verifies that evidence has been provided and recorded in Student Management System. The Student profile is checked to ensure there is a record of the previous testamur being issued.
 - c. The graduate pays any applicable charges
- b) IHM will re-issue testamurs in case of original testamurs contain errors which are IHM's fault after they have been presented or dispatched to graduates. The original printed testamurs must be surrendered to IHM. The following conditions apply for re-issuance:
 - a. The fee will not apply.
 - b. The re-issue seal will not apply

- c. The identification number printed on both the re-issued testamur and the original printed testamur must be identical to each other
- c) Details of the re-issuance will be recorded in the register of graduated. The Quality Assurance Team conducts final check and release the testamur placing on it the common seal of IHM and a Re-Issue seal.
- d) The Chief Executive Officer and the Chair, Academic Board sign the testamur.
- e) A replacement testamur is issued either by registered post to the address indicated on the request form or collect from the campus.

8. Issue of testamur for a lower qualification in a nested course for continuing students

- a) When issuing a testamur to students who have completed a lower qualification in a nested course, the following procedure will apply:
 - a. The student applies to testamur, submitting an 'application for an award' form.
 - b. The student pays an administration fee.
 - c. The Board of Examiners verifies and approve the grades and recommends Academic Board for approval and endorsement of graduation.
 - d. The Registrar or delegate verifies that the conditions for issuing the award have been met and initiate the certificate issuance process.
- b) An award will be issued based upon the fulfilment of the following conditions:
 - c. All academic requirements of the award have been fulfilled and grades have been approved by the Board of Examiners and endorsed by the Academic Board.
 - d. All outstanding fees have been paid, including fees for an upcoming semester if the student is continuing their studies.
- c) The Student Support Services completes the relevant certificate issuance checklist in the student Management System.
- d) The Quality Assurance team conducts final quality assurance checks and updates the Certificate Issuance Checklist in the Student Management System.
- e) The Board of Directors or the delegated Board ratifies the application and releases the testamur, placing on it the common seal of IHM
- f) The Chief Executive Officer and the Chair, Academic Board signs the testamur.
- g) The award is conferred and the testamur is presented to the student either:
 - c. At an official graduation ceremony; or
 - d. By registered post, if the student has elected to graduate in absentia.
- h) The testamur is issued within 30 business days from the date of completion of course.

9. Graduation Ceremony

- a) IHM will organise a graduation ceremony and sends invitation to each of the graduands to attend the event.
- b) Graduands will receive their certificates at the ceremony. Graduates who choose not to attend a graduation ceremony will receive their certificates in absentia.
- c) The students who are invited to attend a graduation ceremony have a responsibility to:
 - a. Check whether details to be printed on a testamur are correct. In case of any incorrect details being found, students must inform IHM as soon as possible.
 - b. 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 testamurs or have it mailed to their address. If 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 in the award application form.

SECTION 3

Associated information

Related Internal Documents	<ul style="list-style-type: none"> • Australian Higher Education Graduation Statement (AHEGS) • Credit and Prior Learning Policy • Credit and Prior Learning Procedure • Fee, Charges and Refund Policy • Fee, Charges and Refund Procedure • Issue of Testamur Policy • Student Academic Progression Policy • Student Academic Progression Procedure • Student Code of Conduct • Student Code of Conduct Implementation Guidelines • Student Complaints and Appeal Policy • Student Complaints and Appeal Procedure • Student Support Framework • Student Support Services Policy • Student Support Services Procedure
Related Legislation, Standards, and Codes	<ul style="list-style-type: none"> • Tertiary Education and Quality Standards Agency Act 2011 • Higher Education Standards Framework (Threshold Standards) 2021 • TEQSA Guidance Notes • Education Services for Overseas Students Act (2000) • National Code of Practice for Providers of Education and Training to Overseas Students (2018) • Australian Qualifications Framework (AQF) (2014) Qualifications Pathways Policy • Australian Higher Education Graduation Statement
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Change history

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