



CONFERRAL OF ACADEMIC QUALIFICATIONS POLICY

Approving authority	Academic Board
Approval date	18 March 2014
Purpose	To outline the rules and procedures for the conferral of academic qualifications by the Governing Board.
Responsibility for implementation	Head of School (HE)
Next scheduled review	January 2018
Document Location	R:\OIHE\Policies\Conferral of Academic Qualifications Policy.docx
Associated documents	Admissions Policy

Acknowledgements:

This policy has been developed with reference to the following institutions' policies:

AQF, AQF Qualifications Issuance Policy, available at: http://www.aqf.edu.au/wp-content/uploads/2013/05/AQF_Issuance_Jan2013.pdf, accessed 9 December 2013

Griffith University, *Academic Awards, Programs, Nomenclature and Abbreviations*, available at: <http://policies.griffith.edu.au/pdf/Schedule%20of%20Abbreviations%20for%20University%20Awards.pdf>, accessed 4 December 2013

University of New England, *Academic Qualifications Issuance Policy*, available at http://www.une.edu.au/data/assets/pdf_file/0006/37437/qualityissuance.pdf, accessed 6 December 2013

La Trobe University, *Qualifications Issuance Policy*, available at: <http://www.latrobe.edu.au/policy/documents/qualifications-issuance-policy.pdf>, accessed 6 December 2103

1. Principles

Ozford Institute of Higher Education (hereafter referred to as "the Institute") confers academic qualifications in accordance with the AQF Qualifications Issuance Policy.

2. Policy

- 2.1 The Governing Board of the Institute will award qualifications as recommended by the Academic Board and according to the policy and procedures outlined in this policy document.
- 2.2 All graduates who have completed a course of study that leads to an award of an AQF qualification will receive the following certification documentation:
 - 2.2.1 Testamur
 - 2.2.2 Statement of results
- 2.3 Testamurs will only be presented in the following circumstances:
 - 2.3.1 Where students graduate at an approved ceremony; or
 - 2.3.2 Where students do not attend a graduation ceremony and receive their qualification *in absentia*; or
 - 2.3.3 In the case of a posthumous qualification.



2.4 Testamurs may be forfeited or required to be surrendered in the following circumstances:

2.4.1 Where it is shown that a qualification has been improperly obtained;

2.4.2 Where an application is made for a replacement testamur due to damage or legal name change

2.4.3 Where a qualification has been erroneously presented by the Institute.

2.5 The level of award is indicated in the course title as shown in the following nomenclature:

Higher Education Qualification	
<i>Level Descriptor</i>	<i>Abbreviation</i>
Bachelor of	B
Diploma of	Dip

2.6 Where the course has a generic title, the qualification conferred by the Governing Board is that indicated by the generic title. In these cases the qualification is not qualified by a specific area or option, as a result the following elements do not form part of the nomenclature of a qualification:

- the name of a major (as a program component)
- the name of a minor (as a program component)

For example:

Program Title	Qualification Title	Qualification Abbreviation	Testamur Wording
Bachelor of Business	Bachelor of Business	BBus	Bachelor of Business
Bachelor of Business (Accounting)	Bachelor of Business (Accounting)	BBus (Acc)	Bachelor of Business (Accounting)

2.7 All students, including those who complete only some of the requirements for a qualification, are entitled to receive a statement of results.

2.8 All students are entitled to request at any time a formal copy of their statement of results providing the appropriate fee is paid.

2.9 The statement of results shows a student's entire enrolment record at the Institute including:

2.9.1 All courses to which the student was admitted and whose enrolment passed the advertised date for cancellation without penalty.

2.9.2 All qualifications conferred and their conferment date.

2.9.3 All units in which the student was enrolled that passed the advertised date for cancellation without penalty.

2.9.4 The statement of results for those units including grade and marks (if appropriate).

2.9.5 Formal academic notes including:


- grants of advanced standing;
- periods of intermission (leave of absence); (periods of exclusion for inadequate academic progress), and (expulsion or periods of exclusion for disciplinary reasons).



- 2.10 The date of the Statement of Results shall show the date of its production from the student database.
- 2.11 The authorised person to release a Statement of Results is the Vice President.
- 2.12 The AQF logo shall not appear on a Statement of Results.

3. Wording and design of the Testamur

The wording and design of the Ozford Institute of Higher Education testamur will be follows:



Ozford Institute of Higher Education

This is to certify that

Graduate Name


has fulfilled the requirements for

<Accredited Qualification Title>

on the <date> day of <month, year>

Chair of the Governing Board:.....

CEO/President:.....



under the Common Seal of the Institute *Serial Number*



4. Wording for a Statement of Results

The wording on an Institute Statement of Results will include the following:

- Ozford Institute of Higher Education logo.
- Name of student.
- Name of qualification.
- A list of units details including date enrolled and results (including grants of advanced standing).
- The date the statement of results was issued.
- Signature of the Vice President as the person authorised to issue a Statement of Results.
- The common seal of the Institute.

5. Procedures to reduce fraudulent reproduction

The following elements have been added to reduce fraudulent use:

- Card stock used for testamurs is made from 120 GSM.
- Card stock used for Statements of Results is made from 100 GSM.
- Testamurs will have a pre-numbered serial number.
- Testamurs will have a unique identifier which relates the AQF qualification issued.
- Testamurs and statements of results are issued under the common seal of the Institute.
- Statements of Results are printed on Institute letterhead.
- Testamurs are signed by both the Chair of the Governing Board and the President.
- Statements of Results are signed by the Vice President.
- Hard copies of testamurs and Statements of Results registers are kept securely in the office of the Head of Student Services.
- Electronic copies of testamurs and statements of results registers are kept securely in hard drive in the Head of Student Services office.
- The Institute's student management system records issuance of testamurs and Statements of Results.

6. Replacement Testamurs

The following provisions relate to the replacement of Testamurs:

- Only one Testamur should exist for an Ozford Institute of Higher Education qualification held by an Institute graduate.
- The Institute will replace a lost or partially destroyed Testamur using the Testamur design and signatures current at the time of the replacement version.
- To obtain a replacement Testamur the graduate must supply either the original testamur or a statutory declaration that the original is destroyed or no longer available. In addition the graduate may be required to pay a replacement fee.
- The replacement testamur will carry a date of reissue and an annotation advising that this is a replacement testamur.