

Issue of Testamur Policy



Institute of Health &
Management Pty. Ltd.

ABN: 19 155 760 437

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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.

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 on the basis of 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 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

6. 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

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| 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 Procedure • 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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| Approval Authority | Academic Board |
| Responsibility for implementation | Academic Dean |
| Document Custodian | Chair, Academic Board |

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| PinPoint Doc ID | IHM-CPLP1 |
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Change history

| Version Control | | 4 |
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| 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 |