Purpose

This document sets out the principles and procedures governing the issue and reissue of the official testamur and related documents.

Scope

This policy applies to the testamur and documentation issued to students upon completion of a higher education course of study by IHM under the delegation of the accrediting authority. It does not apply to certificates of participation or other such documents.

Responsibility

The Board of Governors has final authority over the issuance of testamurs and does so subject to their being endorsed by the Academic Board. Management of the issuing of testamurs is the responsibility of the Director of Studies.

Principle

**Integrity of the testamur:** The testamur embodies the academic rigour of IHM courses, which is essential to maintaining a sound reputation as an education provider among potential employers of our 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.
Procedures

Issue of Testamur to Graduating Students

When issuing a testamur to students who have completed a course of study, the following procedure will apply:

1. The student applies to graduate, submitting an ‘application for an award’ form;
2. The Course Coordinator views the application, checks the records regarding the student’s results and credit points and commends the application to the Academic Board;
3. The Academic Board deliberates upon the evidence and endorses the application;
4. The Board of Governors ratifies the application and releases the testamur, placing on it the common seal of Institute of Health and Management Pty Ltd. The company Director and Director of Studies sign the testamur;
5. The testamur is delivered to the student either;
   a. At an official graduation ceremony or;
   b. By registered post, if the student has elected to graduate in absentia;
6. Upon issue of the testamur, the register is updated.

Issue of a Replacement Testamur

A replacement testamur will be issued, at a graduate’s expense, if a student’s testamur is lost, stolen or damaged:

1. The graduate applies for a replacement testamur, submitting an ‘Request for Replacement Testamur’ form and proof that their previous testamur has been lost, stolen or damaged, which may include:
   a. In case of loss, a statutory declaration, declaring that the testamur has been lost;
   b. In case of theft, a police report in which the testamur is specified or;
   c. In case of damage, the damaged testamur itself;
2. The Student Administration and Admission Services Manager receives the application, verifies that evidence has been provided and has the application and evidence added to
the student’s file. The file and register are checked to ensure there is a record of the previous testamur being issued;
3. The graduate pays any applicable charges and;
4. The Board of Governors ratifies the issue of a replacement testamur at the next scheduled board meeting, having been satisfied that sufficient evidence has been provided, placing on it the common seal of Institute of Health and Management Pty Ltd.
   The company Director and Director of Studies sign the testamur;
5. A replacement testamur is issued by registered post to the address indicated on the request form.

Supplementary Information

Related policies/procedures: Not applicable
Benchmarking: Not applicable
Supporting research and analysis: Not applicable
Related documents: Replacement Documentation Request Form
Related legislation: ESOS Act 2000
Guidelines: Not applicable

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<tr>
<th>Name of Document</th>
<th>Issue of Testamur Policy and Procedure</th>
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<td>Approval Committee</td>
<td>Board of Governors</td>
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<td>Endorsement Committee</td>
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<tr>
<td>Policy Status</td>
<td>New</td>
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<td>22/01/2014</td>
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<td>Responsibilities for Implementation</td>
<td>Student Administration and Registration Services Manager</td>
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Issue of Testamur Policy and Procedure

Policy Code: STA018

Version 1.1 Effective Date: 22/01/2014

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<th>Key Stakeholders</th>
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<tr>
<td>CEO</td>
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<td>Director of Studies</td>
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<td>Chair of the Academic Board</td>
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Table of Amendments

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<td>0.1</td>
<td>12/11/2013</td>
<td>Creation of Draft Policy</td>
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<td>22/01/2014</td>
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Acknowledgement

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RMIT University
Edith Cowan University
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Australian Institute of Technology
Gold Coast Learning Centre