

CONFERRAL OF ACADEMIC QUALIFICATIONS PROCEDURE

Approving authority	Executive Management Team
Purpose	These procedures outline the processes to be followed for the official conferral of academic qualifications to Institute graduates
Responsible Officer	Academic Dean
Next scheduled review	August 2028
Document Location	http://www.ozford.edu.au/higher-education/policies-and-procedures/
Associated documents	Academic Appeals Policy and Procedure Admissions Policy and Procedure Assessment Policy and Procedure Conferral of Academic Qualifications Policy Credit Transfer and Articulation Policy and Procedure Records Management Policy and Procedure Time Limit for Completion of an Award Course Policy

1. PRINCIPLES

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

This procedure sets out principles for the issuance of academic certification to students to ensure compliance with relevant standards and the integrity of the process of awarding qualifications to students who have completed all requirements of an AQF qualification. The purpose of this procedure is to:

- define who is eligible for the conferral of a qualification
- define who is responsible for managing conferral and graduation, and to
- ensure the integrity of awards conferred.

2. SCOPE

This procedure applies to:

- all students who are enrolled in or who have completed the requirements for an Institute degree, diploma, or other academic award (“academic awards”)
- graduates of the Institute, and
- members of staff and the Institute community participating in graduation ceremonies.

3. DEFINITIONS

Conferral

Conferral is defined as the act of giving, granting or bestowing an honour, degree, title, qualification, benefit or right.

AQF qualification

An AQF qualification is the result of an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF.

Testamur

A Testamur is an official certification document that confirms that a qualification has been awarded to an individual. In Australia this may be called an 'award', 'parchment', 'laureate' or 'certificate'.

Graduand

A student who has completed the requirements for, but has not yet been awarded, an AQF qualification.

4. PROCEDURE

4.2 The Student Services Team will verify and confirm the following;

- the eligible student's identity including name, date of birth and student ID number (*including correct spelling*);
- the student profiles including admission criteria and credit exemption details were met;
- that the student is formally enrolled in course (for international students the course is the same as listed on PRISMS);
- that the student has a valid Unique Student Identifier (USI).
- outstanding disciplinary, complaint or academic appeal proceedings (if any).

4.3 The Accounts Manager will verify and confirm that :

- all fees have been paid;
- there are no outstanding or unpaid debts or penalties;

The student will be advised in writing if fees or charges are outstanding. The student will meet this eligibility requirement once the Accounts Team confirms that all amounts have been paid.

The Academic Dean will confirm that the units of study completed by the student, are accurately described (code and title).

4.4 The Academic Dean will approve provision of the Statement of Results.

4.5 The Student Services Team will ensure for the Statement of Results:

- card stock used for statements of results is made from 100 GSM papers;
- statements of results are issued under the common seal of the Institute;
- statements of results are printed on the Institute letterhead.

4.6 All Statements of Results will be signed by the President and CEO.

The Student Services Team will provide the Statement of Results to the student. **Verify, Confirm and Approve Eligibility of Graduands.**

4.8 The Student Services Team will verify and confirm eligibility to graduate including the following;

- the eligible student's identity including name, date of birth and student ID number;
- the student profiles including admission criteria and credit exemption details were met;
- that the student is formally enrolled in course (for international students the course is the same as listed on PRISMS); and
- that the course has been completed within the time period specified in the Time Limit for Completion of an Award Course Policy.

- 4.9 The Student Services Team must check that there has been resolution of all outstanding disciplinary matters. If there are any outstanding disciplinary proceedings or outstanding academic appeals, the student will not be eligible to graduate.
- 4.10 The Academic Dean will confirm that
- the student has passed all units required for the award of the AQF qualification in accordance with the course rules;
 - the units completed by the student⁵ are accurately described (code and title) and collectively meet the requirements of the qualification.
- 4.11 The Accounts Manager will verify and confirm that:
- all fees have been paid;
 - there are no outstanding or unpaid debts or penalties;
 - fee related contracts and acceptance agreements have been securely stored.
- 4.12 The student will be advised in writing if fees or charges are outstanding. The student will meet this graduation eligibility requirement once the amounts have been paid.
- 4.13 Once the eligibility requirements have been satisfied the Head of Student Services in consultation with Academic Dean will recommend eligible graduates to the Academic Board in a report that confirms that each graduand has met the eligibility requirements.
- 4.14 The Academic Board will review and recommend eligible graduands to the Governing Board. The names of eligible graduands will be recorded in the confirmed minutes of the Academic Board.
- 4.15 The Governing Board will review the recommendations from the Academic Board and approve the award of the qualification to the eligible students. The names of approved graduands will be recorded in the confirmed minutes of the Governing Board

Review of Completion Decisions

- 4.16 Where a student has been assessed as not having fulfilled the requirements for completion of a course, the student may apply for a review of the decision as set out in the ***Academic Appeals Policy and Procedure***.

Conferral of the Award / Graduation Ceremony

- 4.17 Eligible students or graduands will be sent a congratulatory message through mail/email and/or mobile messages and an invitation to attend the Graduation ceremony.
- 4.18 The President and CEO may decline a graduand permission to graduate in person if they have reasonable grounds for believing that the graduand's presence at the ceremony would constitute a risk to the safety of any person.
- 4.19 Eligible students or graduands **are** required to accept and respond to the invitation if they want to attend the Graduation ceremony within the required time period.
- 4.20 Eligible students or graduands will have an option to graduate *In Absentia* and request that the Testamur be sent to them. A Testamur may be presented *In Absentia* where a graduand:

- does not respond to the Graduation Ceremony invitation; or
 - chooses not to attend a graduation ceremony and to graduate *In Absentia*; or
 - arranges early collection of the Testamur from the Institute.
- 4.21 All attending graduands will be provided with the details of the Graduation proceedings, academic dress requirements, arrival times and the date and the venue.
- 4.22 The form of presentation of academic awards at graduation ceremonies will be determined by the President and CEO in consultation with the Governing Board.
- 4.23 The Student Services Team will, in collaboration with the academic staff, organise the Graduation ceremony.
- 4.24 All members of the Governing Board and Academic Board, the Executive Management Team and selected Academic staff will be invited in the Conferral Ceremony.
- 4.25 Academic dress may be worn by participants at Graduation ceremonies and processions and approved external events including:
- members of the Governing Board and Academic Board
 - staff
 - graduands
 - alumni
 - official representatives of other institutions or external bodies who are formally invited to participate
- 4.26 Students and attendees will be responsible for providing their own academic dress appropriate to their award; or may hire Institute academic dress which corresponds most closely to their award.

Printing, Signing and Security of Testamurs

- 4.27 The Student Services Team will ensure that the following are in place for printing, approving and securing the official Testamurs:
- card stock used for Testamurs is made from 120 GSM papers;
 - card stock used for statements of results is made from 100 GSM papers;
 - Testamurs will have a unique 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 the Institute letterhead;
- 4.28 The name printed on the Testamur is the student's legal name as recorded on the Student Management System at the time of printing the Testamur.
- 4.29 Once the Testamurs have been prepared for the graduands, the Testamurs are signed by both the Chair of the Governing Board and the President and CEO.

- 4.30 The signed Testamurs are kept securely in the office of the Head of Student Services until the Graduation ceremony. The Institute may present the Testamurs to students as Certificates or in frames purchased by the Institute.
- 4.31 The Testamurs for students that have opted to graduate in absentia will be collected by the student, sent by secured mail or by courier.
- 4.32 Students who have already received a Testamur will not be issued with an additional hardcopy Testamur at the Graduation ceremony.

Student Records

- 4.33 The student records will be managed as set out in the ***Records Management Policy and Procedure***.
- 4.34 Once a student's completion has been confirmed, changes to the student's results in courses that have been completed can only be made by:
- the Academic Dean and,
 - as a result of student conduct or appeal determinations.
- 4.35 The Student Services Team has responsibility for ensuring the Institute:
- maintains a register of all AQF qualifications the Institute is authorised to issue, and
 - maintains a register of all AQF qualifications issued to graduates or a period of 30 years. This register contains sufficient information to identify correctly the:
 - holder of the Award;
 - Award by its full title (and code for externally registered VET Awards); and
 - date of issue/conferral.
 - re-issued or replaced Testamurs.
- 4.36 The electronic copies of Testamurs and statements of results registers are kept securely in a designated Institute electronic file that has limited staff access.
- 4.37 The Institute's student management system records issuance of Testamurs and statements of results.

Replacement Testamurs

- 4.38 Graduates should have only one copy of original Testamur for a qualification. A Testamur will be replaced only if the original was damaged, lost, stolen, destroyed or never received.
- 4.39 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;
- 4.40 The name on the replacement Testamur must appear exactly as it did on the original version. If a graduate provides evidence after issue of the award certificate that their legal name at the date of conferral was different to that appearing on the award certificate, the graduate may request that the award certificate be re-issued in the correct name.

- 4.41 The replacement Testamur will carry a date of reissue and an annotation advising that this is a replacement Testamur.
- 4.42 All replacement or re-issued Testamurs (including those which relate to antecedent institutions) will be issued in the approved format which is in effect at the time of the application/re-issue. Any variations from the approved format will be considered on a case-by-case basis.
- 4.43 Re-issued or replaced Testamurs will not be presented at an award ceremony.

Withdrawal or Revocation of Awards

- 4.44 An Award must be formally revoked under the authority of the Governing Board following an investigation that the Award has been incorrectly conferred on a recipient:
- as a result of administrative error.
 - for which that recipient was not qualified; or
 - because of fraud or dishonesty.
- 4.45 A report outlining the reason for the revocation will be prepared for the President and CEO.
- 4.46 The President and CEO, after conducting an investigation, will recommend revocation, if appropriate, to the Governing Board.
- 4.47 The Governing Board will review the recommendation and supporting evidence and will decide if the award is to be revoked.
- 4.48 If revocation occurs, the graduate will be advised in writing to return all official artefacts associated with the issuing of the Award. The details of the revocation will be noted on the Graduation Register and the student record.
- 4.49 A graduate who is dissatisfied with a decision to rescind their academic award may appeal against that decision as set out in the ***Student Grievances and Appeals Policy and Procedure***.
- 4.50 The Institute reserves the right to inform an interested party of the rescission of an academic award, including, but not limited to:
- accreditation or registration bodies, boards, or agencies
 - professional membership organisations, and
 - other relevant statutory or investigative bodies.

Posthumous Awards

- 4.51 If a student dies, they may be considered for a posthumous award if exceptional circumstances are demonstrated.

Reporting

4.52 The Executive Management Team will submit a list of students whose awards have been conferred *In Absentia* to the Academic Board and Governing Board.

4.53 The revocation of any awards will be reported to the Academic Board and Governing Board.

Verification and release of award information

4.54 Details of graduates may be published on the Institute's website.

4.55 Requests for verification of an academic award must be submitted via email and include the graduate's name and date of birth.

4.56 A legitimate request will be accepted from (but is not limited to) the following:

- other higher education institution or tertiary admissions centre confirming qualifications of graduate or current student for entry into another award course
- potential employer confirming qualifications of graduate for offer of employment
- professional accreditation or membership body confirming eligibility for recognition or membership.
- a student's representative assisting with a visa application.

4.57 The following information is classified as public information and can be released for legitimate requests:

- name of graduate
- name of conferred award
- date award conferred

4.58 Any request for further information must be accompanied by evidence of consent of the student or graduate, such as an email from the student or graduate, or a consent form signed by the student or graduate.

5. QUALITY ASSURANCE

To ensure that this procedure is fit for purpose and meets the requirements of the TEQSA Compliance Frameworks, the procedure will be:

- 5.1 internally approved by the Executive Management Team on development or review;
- 5.2 externally reviewed as part of any independent review of the TEQSA Compliance Frameworks approved by the Governing Board;
- 5.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier);
- 5.4 referenced to the applicable TEQSA Compliance Frameworks requirement(s) and/or other legislation/regulation.

6. FEEDBACK

Feedback or comments on this procedure is welcomed by the listed Responsible officers of the Institute.

7. ACKNOWLEDGEMENT

This procedure was developed with reference to the following:

- Australian Qualifications Framework (AQF), AQF Qualifications Issuance Policy, 2013 ([AQF Qualifications Issuance Policy | AQF](#))
- Victoria University, Awards Regulations - Awards And Testamurs Procedure, 2022 (Awards Regulations - Awards and Testamurs Procedure / Document / Victoria University Policy Library (vu.edu.au))
- University of New England, Academic Qualifications Issuance Policy, 2022 (<https://policies.uned.edu.au/download.php?id=22&version=2>)
- La Trobe University, Qualifications Issuance Policy, 2020 (<https://policies.latrobe.edu.au/document/view.php?id=194>)
- Flinders University, Conferral of Awards and Graduation Procedures, 2021 ([Conferral of Awards and Graduation Procedures \(flinders.edu.au\)](#))
- RMIT University, Conferral and Graduation Policy, 2022 (<https://policies.rmit.edu.au/document/view.php?id=8>)

8. VERSION CONTROL

Version	Date approved	Description	Approved by
4.0	August 2018	Initial issue	EMT
5.0	November 2021	Internal review	EMT
6.0	August 2023	Internal review	EMT
6.1	August 2025	Internal Review – Organisational changes and minor edits	EMT
Related legislation/ regulation/standard	Tertiary Education Quality and Standards Act 2011 (Cth) Higher Education Standards Framework (Threshold Standards) 2021 (Cth) 1.5 (Qualifications and Certification)		

EMT = Executive Management Team