

Qualifications Issuance Policy

Section 1 - Background and Purpose

(1) La Trobe University issues testamurs to:

- a. all students who have met the requirements for qualification listed in the La Trobe University Statutes; and
- b. Vocational Education and Training (VET) students who have met the requirements for a qualification that is listed on the Registered Training Organisations (RTO) Scope of Registration.

(2) VET qualifications are outlined in Training Packages endorsed by the Australian Skills Quality Authority (ASQA) or in accredited course documents.

(3) This Policy describes the rules for the issue of testamurs for qualifications conferred by La Trobe University. These Procedures describe the requirements for the issue and replacement of testamurs for VET and Higher Education awards conferred by La Trobe University, and its antecedent institutions.

Section 2 - Scope

(4) Applies to:

- a. All graduates of La Trobe University and its antecedent institutions
- b. All courses except non-award courses and continuing education programs.

Section 3 - Policy Statement

(5) La Trobe University issues testamurs for the conferral of qualifications and honorary degrees. The University may also issue Australian Graduation Statements for students who complete higher education or VET qualifications. All students, including those who complete only some of the requirements for a qualification, are entitled to receive an academic transcript, record of results or statement of attainment

(6) Testamurs must be prepared in the format approved by the University and will clearly state if the award has been taught and assessed in a language other than English.

(7) Testamurs will only be presented in the following circumstances:

- a. where students graduate at an approved ceremony; or
- b. where students do not attend a graduation ceremony and receive their award in absentia; or
- c. in the case of a posthumous award (subject to University policy); or
- d. where honorary degrees are conferred (which must be accompanied by the approved citation).

(8) The presentation of testamurs or facsimiles for appreciation, service, merit or other recognition is not permitted.

(9) The approved number of testamurs conferred will be:

- a. one testamur for a single qualification
- b. two testamurs for a double qualification or a combined qualification (one for each accredited award).
- c. one testamur for a joint qualification (jointly badged).

(10) Testamurs may be forfeited or required to be surrendered in the following circumstances:

- a. where it is shown that an award has been improperly obtained;
- b. where an application is made for a replacement testamur due to damage or legal name change
- c. where an award has been erroneously presented by the University.

Section 4 - Procedure

Requirement for the Qualification

(11) Before authorising the issue of a testamur the Executive Director, Student Services and Administration must ensure that all units of competency for the qualification have been completed and assessed as Competent.

Testamur Specifications

Vocational Education and Training (VET)

(12) Standard specifications in accordance with Australian Quality Training Framework (AQTF) (2010) Condition of Registration 6 are prescribed in the Australian Qualifications Framework (AQF) Implementation Handbook. VET testamurs must:

- a. meet AQF requirements;
- b. identify the RTO by its national provider number from the Training.Gov.Au website;
- c. include the Nationally Recognised Training (NRT) logo in accordance with the current conditions of use.

(13) The Nationally Recognised Training (NRT) logo and the State Registering Body Logo may be used on testamurs issued for nationally recognised training in accordance with the current conditions of use.

(14) See specifications and conditions of use for the Victorian Registration & Qualifications Authority logo.

Higher Education Qualifications

(15) Testamurs for Higher Education qualifications are produced in accordance with specifications outlined in University Statutes, according to the Standard Specifications for Testamurs Procedures (restricted circulation) and in accordance with section 1.5 s(6) of the [TEQSA Standards \(2015\)](#).

Naming Protocols

(16) The name appearing on the testamur will be the same full name which is recorded in the student information system and will:

- a. be written in English;
- b. be in the order of given names followed by the family name;
- c. include no abbreviations; and
- d. include no titles.

(17) Requests for changes may be made to Student Services and Administration in certain circumstances, for example to represent the norms from other cultures by using:

- a. family name followed by given names (the student may choose the order of names to be shown);
- b. a prefix or suffix;
- c. accent marks where they are relevant to the student's name

Qualification Nomenclature

(18) The titles of qualifications will be stated in a standard nomenclature consistent with the AQF Implementation Handbook and listed in the Award Nomenclature Procedures.

(19) The formal qualification title will clearly state if the award has been taught and assessed in a language other than English (see Standard Specifications for Testamurs Procedures (restricted circulation) for an example).

Printing Testamurs

(20) Student Services and Administration will arrange for the printing of testamurs from the student information system.

Presentation of Testamurs in Absentia

(21) A testamur may be presented in absentia where a graduand:

- a. does not respond to Student Services and Administration indicating their wish to attend a graduation ceremony;
or
- b. chooses not to attend a graduation ceremony; or
- c. arranges early collection of the testamur from the University.

(22) The testamur in each case will be mailed to the notified address. In the case of International students, the testamur will be despatched by courier on receipt of a formal request from the student.

(23) Where a graduand who has previously indicated they wish to receive their award in absentia and later applies to attend either the original or a later graduation ceremony, Student Services and Administration may approve the student's attendance on a case by case basis.

(24) Students who have already received a testamur will not be issued with an additional testamur at an award ceremony.

Return of Testamur

(25) The University may require the return of a testamur in the following circumstances:

- a. Fraud or dishonesty: The University Council will revoke an award and require the return of the testamur if shown to its satisfaction that the award was improperly obtained.
- b. Replacement of original testamur: Where a graduate of the University makes an application for a replacement testamur due to damage or legal name change.
- c. University error: Where the testamur was presented erroneously or contained incorrect details.
- d. Articulation: The testamur presented for a lower award in an articulated series of awards may be required to be surrendered prior to the granting of the higher award if there is a break in study of less than one year. Retention of original testamurs relating to articulated courses may be authorised by La Trobe University Council from time to time.

Application for Re-issue/ Replacement of Testamur

(26) The Deputy Director, Student Administration may approve the re-issue or replacement of a testamur upon the receipt of a complete application which includes:

- a. a fully completed application form;
- b. the originally issued testamur if available;
- c. a Statutory Declaration if the original testamur is not available;
- d. legal documents confirming the reason for the request and linking the new name with the original name;
- e. photo identification; and
- f. payment of the prescribed fee.

(27) A graduate who applies for a replacement testamur in the event of the loss of the original, must sign an agreement that if subsequently the original document is located, the replacement testamur must be returned to the University.

(28) Appeals against a decision not to re-issue or replace a testamur may be lodged with the Senior Deputy Vice-Chancellor.

Production of Replacement/Re-issued Testamurs

(29) 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.

(30) Re-issued or replaced testamurs will not be presented at an award ceremony.

(31) A statement is to be printed on the bottom of the replacement testamur indicating that the testamur has been replaced or re-issued on a particular date.

Charges for Re-issue/Replacement of Testamurs

(32) The scheduled fee will be set annually by Student Services and Administration and approved by La Trobe University Council to cover the cost associated with printing and replacing or re-issuing a testamur. The fee will be published in the La Trobe University Schedule of Fees and Charges, the University Handbook, student diaries and on the University website.

Student Records

(33) Records of testamurs will be recorded by the University for:

- a. graduands receiving testamurs through attending the conferral of awards at a graduation ceremony;
- b. graduands receiving a testamur in absentia;
- c. re-issued or replaced testamurs.

Security

(34) Academic blanks will be held in a secure location under the control of Student Services and Administration. Batches of testamur blanks released for printing will be accounted for and a reconciliation recorded for completed, damaged and unused testamurs against the total issued.

Section 5 - Definitions

(35) For the purpose of this Policy and Procedure:

- a. Academic transcript: a record of all studies leading to an AQF qualification in which a student is enrolled at the University, whether complete or incomplete. It can be issued at any time during progress towards the qualification and will be issued on graduation. See also 'Statement of attainment'.
- b. Articulation: the process of linking two or more qualifications together by creating/identifying the content relationships between them.
- c. Australian Graduation Statement: a supplementary statement to qualification certification documentation that provides information to enhance understanding of the qualification by students, employers, industry, professional associations and internationally. A graduation statement is issued only on award of a qualification.
- d. Combined Qualifications: A combination of two La Trobe University qualifications of different AQF levels (eg Bachelor/Master). The full requirements for each course must be met. There is normally no cross-accreditation of subjects and therefore no reduction in credit point requirements. In some cases (eg Masters/PhD combinations) where there are overlapping AQF levels cross-accreditation and consequent reduction in credit points may be permitted.
- e. Conferral: The legal act of graduation. Awards are conferred by the University at a graduation ceremony or 'in absentia'.
- f. Double Qualification: Where two La Trobe University qualifications of the same AQF level (eg Bachelor/Bachelor) are completed concurrently, and in less than the minimum time required to complete each qualification separately. Also known as Double Degrees, these are considered one course of study.
- g. Dual Qualification: Where two qualifications of the same type (eg Bachelor/Bachelor) are completed at La Trobe University and another higher education provider (most commonly an overseas provider as a form of Transnational Education) and in less than the minimum time required to complete each qualification separately. At least one full year must be completed in residence at each institution and students must meet all the requirements for the awards of the respective institutions.
- h. Joint qualification: where a single qualification is undertaken in more than one institution under a formal arrangement between the institutions. Alternative titles in use included 'cotutelle' or 'multi-badged'.
- i. Qualification: A degree, diploma or course that comprises approved studies at La Trobe as prescribed by the Academic Board.
- j. Skills set: a group of units of competency from an endorsed Training Package that meets a licensing or regulatory requirement or a defined industry or professional need.
- k. Statement of attainment: a form of academic transcript that confirms that an accredited short course or a group of units/modules/subjects from an AQF qualification that form a skills set have been completed. See also 'Academic transcript', 'Skills set'. Statements of attainment are issued only to students undertaking VET courses.
- l. Testamur: the official document that confirms that a qualification has been awarded. In the case of VET courses, this document may be called a 'certificate'.
- m. Transcript: see 'Academic transcript'.

Section 6 - Stakeholders

Responsibility for implementation – Deputy Director, Student Administration.

Responsibility for monitoring implementation and compliance – Executive Director, Student Services and Administration.

Status and Details

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