

Qualifications Issuance Policy

Section 1 - Background and Purpose

(1) This Policy sets out principles and procedures for the contents and issuance of academic certification to La Trobe University students including testamurs, transcripts and graduation statements.

Section 2 - Scope

(2) This Policy applies to academic certification issued to:

- a. all students who have completed all or part of the requirements for a qualification listed in the La Trobe University Statutes, including single subjects, and nested, double and joint qualifications; and
- b. Vocational Education and Training (VET) students who have met all or part of the requirements for a qualification that is listed on the Registered Training Organisations (RTO) Scope of Registration.

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

Section 3 - Policy Statement

(4) 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.

(5) La Trobe University issues testamurs for the conferral of qualifications and honorary degrees. The University may also issue Australian Higher Education Graduation Statements (AHEGS) for students who complete higher education or VET qualifications.

(6) Testamurs must be prepared in the format aligned with Section 1.5 of the [2015 Higher Education Threshold Standards](#) and as outlined in the [Qualifications Issuance Procedure - Contents of Academic Certification](#) and the [Qualifications Issuance - Award Nomenclature Schedule](#).

(7) Testamurs will only be presented in the circumstances outlined in Part D of this Procedure.

(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, dual 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 can be demonstrated 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 - Procedures

Part A - Academic Certification

(11) An academic transcript is an official record of studies at La Trobe University and contains all course attempts, subjects undertaken and any advanced standing/credit that has been granted. The academic transcript reflects enrolment at La Trobe at the time it is printed. The Academic Transcript is an evolving document that contains a student's complete academic history and is available at any time.

(12) The AHEGS is a static document that outlines specific information relating to an individual course and is only provided upon the completion of that course.

(13) Testamurs, AHEGS and academic transcripts are prepared under the authority of the Executive Director, Student Services and Administration. No academic certification will be issued to a student who has a debt to the University.

(14) Before authorising the issue of a testamur or graduation statement the Executive Director, Student Services and Administration must ensure that all required subjects for the qualification are successfully completed and assessed as Passed.

Part B - Certification for Different Types of Qualifications

Nested Qualifications

(15) A separate AHEGS and testamur will be awarded for each qualification for which a student has enrolled and completed. For example:

- a. if a student enrolls directly into a Bachelor qualification, they are eligible only to receive a testamur and AHEGS for the Bachelor qualification on completion.
- b. if a student enrolls initially in a nested Diploma course, and upon completion enrolls into and completes the related Bachelor course, that student would receive testamurs and AHEGS for both awards.

Double or Combined Qualifications

(16) A student who completes the requirements for a double or a combined qualification where both are accredited as stand-alone La Trobe University awards will receive two testamurs and AHEGS: one for each accredited qualification.

(17) In cases where a double qualification includes an award that has not been accredited in its own right as a stand-alone award, a single testamur and AHEGS naming the double degree will be awarded.

Joint Qualifications

(18) A single double-badged testamur may be awarded in a manner specified in any formal agreement with a partner organisation.

(19) In accordance with the [Australian Qualifications Framework](#) requirement that there is one issuing organisation, all certification documentation must be traceable back to the single issuing organisation which is responsible for authentication of the documents, and the replacement of documents where necessary.

(20) Where the partner is an overseas entity and is specified as the 'issuing organisation, La Trobe University may still

issue an AHEGS.

Dual Qualifications

(21) Where these are awarded under a formal agreement with other institutions, each institution may award a standard testamur and graduation statement (where it is relevant for that jurisdiction) for their component of the dual award.

Part C - Issuance of Transcripts and Australian Higher Education Graduation Statements

(22) One complimentary copy of the AHEGS and final academic transcript is mailed to all students who complete their course at La Trobe, generally within six weeks of course completion.

(23) Students may purchase copies of their academic transcript at any time during their course, or additional copies of their AHEGS after completion of their course, for a prescribed fee.

(24) The AHEGS is not available for any courses completed prior to 1 November 2012.

Part D - Issuance of Testamurs

Printing Testamurs

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

Presentation of Testamurs

(26) 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).

Presentation of Testamurs in Absentia

(27) 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.

(28) The testamur in each case will be mailed to the notified address. In the case of international students, the testamur will be dispatched by DHL express post on receipt of a formal request from the student.

(29) Where a graduand who has previously indicated they wish to receive their award in absentia 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.

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

ceremony.

Return of Testamur

(31) 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 it is demonstrated 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 legal name change.
- c. University error: Where the testamur was presented erroneously or contained incorrect details.

Re-issue/ Replacement of Testamur

Applications

(32) 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 where the original testamur is not available;
- d. legal documents confirming the reason for the request and where appropriate linking the new name with the original name;
- e. photo identification; and
- f. payment of the prescribed fee.

(33) A graduate who is dissatisfied with a decision to not re-issue or replace a testamur may seek a review of the decision by the relevant Deputy Vice-Chancellor.

(34) A graduate who is dissatisfied with the outcome of a review by the Deputy Vice-Chancellor may make a submission to the University Ombudsman.

Issue

(35) 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.

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

(37) 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

(38) The scheduled fee to cover the cost associated with printing and replacing or re-issuing a testamur will be set annually by Student Services and Administration and approved by University Council. The fee will be published on the Fees pages of the University website.

Records

(39) Records of testamurs will be kept 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

(40) 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

(41) 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 Higher Education 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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