Qualifications Issuance Policy

Section 1 - Key Information

Policy Type and Approval Body	Administrative - Vice-Chancellor
Accountable Executive – Policy	Deputy Vice-Chancellor (Academic)
Responsible Manager – Policy	Director, Academic Services
Review Date	17 August 2026

Section 2 - Purpose

(1) This Policy sets out the principles and procedures that ensure that La Trobe University complies with the Higher Education Threshold Standards and that graduates receive accurate and authentic academic certification.

Section 3 - Scope

(2) This Policy applies to:

a. students who have completed all or part of the requirements for a La Trobe University award, including single subjects, and nested, double and joint qualifications;
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) Provisions for the certification of non-award courses are outlined in the Short Courses Policy.

Section 4 - Key Decisions

Key decisions/Responsibilities	Role
Oversight of the preparation of academic transcripts, AHEGS and testamurs	Director, Academic Services
Approval of any additional information to be included on the AHEGS	Deputy Vice-Chancellor (Academic)
Approval of professional recognition statements	Office of Quality and Standards
Approval of posthumous coursework and research awards	Academic Board

Section 5 - Policy Statement

(4) The University only awards qualifications, other than higher doctoral or honorary qualifications, if a course of study leads to the award of that qualification and all of the requirements of the course of study have been fulfilled.

(5) As a self-accrediting institution, the University accredits both awards that are recognised within the Australian

Qualifications Framework (AQF) and non-AQF awards. AQF awards are clearly distinguished from non-AQF awards in relevant certification, as outlined in Part A of this Procedure.

(6) The University is committed to ensuring the accuracy and authenticity of all University-issued documents that record details of students' academic information in accordance with the Higher Education Threshold Standards.

(7) Academic transcripts, AHEGS and testamurs are prepared under the authority of the Director, Academic Services.

(8) The University will issue relevant academic certification to students according to the level of attainment of all or part of the requirements for a qualification.

(9) The University will maintain a register of all qualifications it is authorised to issue, and all qualifications issued to graduates.

(10) The University may posthumously grant an award in the event of the death of a student who was admitted to, or on leave from the relevant course of study at the time of their death.

Section 6 - Procedures

Part A - General Requirements for all Certification

(11) All academic certification issued by the University is prepared in a format aligned with the Higher Education Threshold Standards and the AQF Issuance Policy, and contains the following:

a. the name of the University;
b. the full name of the person to whom the documentation applies;
c. the date of issue;
d. the name and office of the person authorised by the University to issue the documentation.

(12) Where a La Trobe qualification is recognised in the Australian Qualifications Framework (AQF),the graduation statement (AHEGS) is certified with either the logo of the AQF or the words ‘This qualification is recognised within the Australian Qualifications Framework’. Testamurs for awards of the University do not include any reference to the AQF.

(13) Honorary degrees and Professional Certificates are non-AQF awards of the University. Accordingly there is no reference to the AQF on any certification issued for these awards. Testamurs for honorary degrees clearly identify the honorary nature of the qualification with the words ‘honoris causa’.

(14) All certification documentation issued by the University is:

a. unambiguously issued by the University;
b. readily distinguishable from other certification documents issued by the University, such as for short courses;
c. protected against fraudulent issue with the use of a marker such as the University’s seal, corporate identifier, or unique watermark;
d. traceable and authenticable;
e. designed to prevent unauthorised reproduction;
f. replaceable by the University through an authorised and verifiable process.

(15) Academic certification will not include the Unique Student Identifier (USI) to ensure there is no disclosure as per the Student Identifiers Act 2014.

(16) All requirements for the qualification or subject must be successfully completed and assessed as Passed prior to

the issue of certification.

(17) No academic certification will be issued to a student who has a debt to the University.

(18) All final academic certifications will be issued as digital versions via an online platform within 30 calendar days of the student's course status being set to passed. This does not apply to the Certificate IV qualification for which certification is only issued in hard copy.

(19) A scheduled fee to cover the costs of printing, replacing or re-issuing academic certification will be set annually by Student Administration and is approved by University Council. The fee will be published on the Fees pages of the University website.

Part B - Specific Requirements for Certification Types

Testamurs

(20) One testamur will be awarded for a single qualification. See the table in Part C for the testamur requirements for nested, double or collaborative qualifications.

Detailed Testamur Requirements

Testamur Component	Requirement
Naming Protocol	The name appearing on the testamur is the same full name which is recorded in the student information system and is written in English, in the order of given names followed by the family name, with no abbreviations or titles. Changes may be made in certain circumstances, for example to represent titles or differing cultural naming norms or punctuation, via a request to Student Administration.
Award Title	**Coursework Awards Where There is a Field or Discipline of Study** The award title contains the full title of the qualification awarded, including the field or discipline of study, as outlined in the Award Nomenclature Policy (under development). Where a course contains a major or specialisation that is not represented in the award title (as outlined in the Award Nomenclature Policy) the testamur will include the words: 1. With a Major in (name of major), or 2. With a Specialisation in (name of specialisation). While existing awards are being taught out the following words appear on the testamur: 1. Majoring in (name of major), or 2. Majoring in (name of major), and in (name of major). **Graduate Research Degree Awards** Award titles for graduate research degrees are as outlined in the Award Nomenclature Policy.
Subsidiary Components (if applicable)	Any subsidiary component of the qualification (such as integrated honours, an area of specialisation or a major study) is represented including the specialisation or major(s) undertaken within each component in the instance where the award is a double, dual or combined degree.
Languages Other Than English (if applicable)	Where any part of the course or assessment is conducted in a language other than English the language of instruction or assessment is recorded on the testamur, as follows: (Language of instruction – [language])

Testamurs for Vocational Education and Training (VET)

(21) In accordance with the Australian Quality Training Framework (AQTF) (2010) Condition of Registration, VET testamurs must:

a. meet the requirements of the AQF;
b. identify the Registered Training Organisation (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.

(22) Further details regarding the standards that apply to the certification of VET qualifications are outlined in the ASQA Standards.

Distribution of Testamurs

(23) Student Administration is responsible for printing of a testamur for presentation upon graduation, as well as the re-issue or replacement of a testamur upon the receipt of a complete application, along with the secure control and reconciliation of academic transcript blanks for printing.

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

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

(25) Where an award has been conferred students who have graduated after December 2017 may order a digital copy of their testamur using MyeQuals.

(26) A testamur may be presented in absentia where a graduand has chosen to graduate in absentia or has not responded to a graduation invitation. When a graduand has not responded to a graduation invitation, the testamur will be printed and mailed to the nominated address upon request.

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

Replacement of Testamurs

(28) Students who graduated prior to December 2017 can only purchase hard-copy replacement testamurs. A replacement testamur will be issued via mail or collection only in the approved format in effect at the time of application/re-issue, with a statement indicating it has been replaced or re-issued on a particular date.

(29) Requests for testamurs in a different name should be submitted to Student Administration with evidence of the the new name (certified copies). Students who have transitioned genders are eligible for a replacement testamur at no cost. In all cases the original testamur will need to be returned to the University and securely destroyed. Students may not hold multiple testamurs for the same award in different names.

(30) The University may request and require the return of a hardcopy testamur and revoke digital access where:

a. a testamur has been obtained improperly through fraud or dishonesty;
b. a replacement testamur is required due to:
    i. a legal name change; or
    ii. where the original testamur was presented erroneously or contained incorrect details, i.e. University error.

(31) Records of testamurs will be kept by the University for graduands receiving testamurs at a graduation ceremony, in absentia, and any re-issued or replacement testamurs.

Academic Transcripts

(32) An academic transcript will detail correctly, in addition to the requirements for all certification documentation, a student's entire enrolment record at the University including:

a. the full name of all courses and subjects enrolled in and when they were undertaken and completed, including:
    i. completed or enrolled majors and minors;
    ii. any failed subjects, incomplete subjects and subjects withdrawn from after the last 'withdrawal without fail date';
    iii. all incomplete courses in which the student has been, or is currently enrolled.
b. a full record of credit granted through recognition of prior learning or previous formal study;
c. the weighting of subjects within courses of study;
d. the grades and/or marks awarded for each subject undertaken and, if applicable, for the course overall;
e. where grades are issued, an explanation of the grading system used;
f. where a course of study includes a significant particular focus of study such as honours, an area of specialisation or a major study, a definition of that component of significant focus;
g. any parts of a course or subjects or assessment that were conducted in a language other than English, except for the use of another language to develop proficiency in that language;
h. the University student identification number;
i. academic awards conferred and/or awards completed and yet to be conferred;
j. award of the University Medal and other commendations where relevant;
k. for graduate research degrees, the transcript will also include:
    i. key candidature dates including the commencement date, thesis submission date and periods of leave of absence;
    ii. study rate (full-time or part-time);
    iii. thesis topic;
    iv. field(s) of research;
    v. progress committee members and supervisors.

(33) Complimentary Academic Transcripts are provided to students upon completion of their course or single subject. Where students require a transcript prior to completion, digital or hard copy transcripts may be purchased.

Australian Higher Education Graduation Statements

(34) The Australian Higher Education Graduation Statement (AHEGS) is available for any courses completed after 1 November 2012 and will comply with the Australian Government Guidelines for the Presentation of Australian Higher Education Graduation Statements. This includes the following compulsory items:

a. the AHEGS logo;
b. the Australian Government statement on the AHEGS;
c. certification by the Director, Academic Services;
d. family name, given name(s) and student number;
e. name and summary details of the award;
f. a brief description of the institution including provider category, date of founding, and legislation of establishment;
g. course details and a key to grading.

(35) An AHEGS is issued on the authority of the Director, Academic Services, who may also approve the inclusion of

any optional information, provided it is centrally recorded, verifiable, and relates to activities during the candidature of the graduating student.

(36) Students may purchase hard copy AHEGS for a prescribed fee at the time of course completion.

(37) AHEGS may contain professional recognition or accreditation statements. Such statements are approved as part of normal course approval processes.

Part C - Certification of Different Types of Qualifications

Qualification Type	Testamur Requirements
Nested Qualifications	A separate AHEGS and testamur will be awarded for each Higher Education qualification at AQF level 5 and above that a student has successfully met all the requirements for and chosen to exit with. If a student enrols initially in a nested Diploma course, and upon completion enrols into and completes the related Bachelor course, that student would receive testamurs and AHEGS for both awards. This also applies where a student enrols initially in a non-AQF course (e.g., the Professional Certificate) and following completion enrols into and completes an AQF award such as the Graduate Certificate or Graduate Diploma.
Double or Combined Qualifications	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. 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 naming the double degree will be awarded.
Joint Qualifications	The two options are: 1. one double-badged testamur may be awarded in a manner specified in any formal agreement with a partner organisation.In these cases, the signatory and seal on the testamur must only be from either La Trobe or the third party. The party whose signatory and seal are included in the testamur ('the issuing organisation') must be specified in the agreement. 2. two single-badged testamurs may be awarded for the same qualification in a manner specified in any formal agreement with a partner organisation when the student completes requirements of both organisations. Each testamur states that the award is conferred jointly with the other institution.
Dual Qualifications	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 D - Qualifications Register

(38) In accordance with the AQF Qualifications Register Policy, the University has an auditable-quality register that contains and provides sufficient information for all award courses to identify:

a. the holder of the qualification;
b. AQF qualification by its full title; and
c. date of issue/award/conferral.

(39) The Register also contains such records for the issuance of non-AQF awards.

Part E - Posthumous Awards

General Requirements

(40) The University may posthumously grant an award in the event of the death of a student who was admitted to, or on leave from the relevant course of study at the time of their death, and who has:

a. completed all of the required work that would entitle the granting of a research or coursework award;
b. successfully completed more than 80% of the total requirements of a coursework award in which they were enrolled(an aegrotat pass), or the total requirements of the relevant nested qualification where one exists ; or
c. completed sufficient papers, reviews, laboratory work or other verifiable evidence to indicate that, had the student lived, there was a reasonable expectation that the student would have successfully completed an award by research (an aegrotat pass).

(41) Where the above criteria have not been met, cases will be considered in exceptional circumstances and on a case-by-case basis.

(42) Academic Board sets and approves criteria for posthumous awards.

(43) In all cases the wishes of the deceased student's representatives/family must be respected, and communication conducted with a high degree of discretion and sensitivity. Care must be taken to avoid giving an unreasonable expectation of the final outcome of an application for the award of a posthumous degree.

(44) Applications for the conferral of a posthumous award may be initiated by:

a. the representatives/family of the deceased student; or
b. the school responsible for the course in which the candidate was enrolled.

Coursework Awards

(45) The relevant school must complete a review of the deceased student's eligibility for the conferral of a coursework award and if all conditions have been met recommend that the award be conferred with the Dean's approval.

(46) Following receipt of the School's recommendation, Student Administration manages the remainder of the award-granting process and makes the recommendation to Academic Board for approval.

Graduate Research Awards

(47) Once the application for a graduate research award is initiated, the posthumous award process is managed by the Graduate Research School (GRS).

(48) The following steps must be undertaken to determine the deceased student's eligibility for the conferral of a graduate research award:

a. preliminary review: two assessors (only one of whom may have been a supervisor) perform a review of available work and must form the unanimous view that the student has produced a sufficient body of research for an examination to take place;
b. submission of material for examination: the deceased student's supervisor/s will provide the GRS with the material for examination, including:
    i. the thesis or other written work prepared by the student
    ii. any other relevant research artefacts for practice-based degrees
    iii. supplementary and/or explanatory material prepared by the supervisor/s to assist in the understanding of the examiners of the research work conducted by the deceased student
    iv. a statement detailing any work undertaken by the supervisor/s on behalf of the deceased student.
c. examination: the appointment of examiners and conduct of the examination will be guided by the provisions of the Graduate Research Examinations Policy, with the examiners assessing whether there exists a reasonable expectation that the student would have satisfactorily completed the requirements of the degree;
d. recommendation of award: the Director of Graduate Research from the student's school reviews the examiner

reports and if all requirements have been met, makes the recommendation for the posthumous award to the Board of Graduate Research, who will then make the recommendation to Academic Board.

Conferral of Awards

(49) Following conferral by Academic Board, the decision regarding the method to be used for presentation of the Award is wholly the responsibility of the representatives/family of the deceased student. The Award may be presented posthumously:

a. at a graduation ceremony, or;
b. in absentia.

(50) Student Administration is responsible for confirming all arrangements for the conferral of the award with the representatives/family members of the deceased student.

(51) Where the award is to be presented at a graduation ceremony a member of staff will be invited (from the relevant school, Recruitment and International Operations or other relevant area), to be seated with the representatives/family members of the deceased student.

(52) Where the award is conferred in absentia, the testamur will be forwarded to the Executor or Administrator or nominated representative by registered mail.

Section 7 - Definitions

(53) For the purpose of this policy and procedure:

a. academic transcript: 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 or accessed via the online platform and is available at any time during the completion of a course or subject. Final Transcripts are issued on completion of an individual course. See also ‘statement of attainment’.
b. Australian Higher Education Graduation Statement (AHEGS): A static document that describes a Higher Education qualification in an easily understandable way and includes descriptions of the nature, level, context and status of the studies and is only issued upon the completion of that course;
c. combined qualifications: A combination of two La Trobe University qualifications of different AQF levels (e.g. Bachelor/Master);
d. conferral: The act of granting an award to a student by authority of the Academic Board after completion of their course requirements;
e. 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.
f. 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;
g. honorary degree: an academic degree for which the University has waived the usual requirements that does not form part of the AQF Framework, nor carry a formal qualification. It is a way of honouring a distinguished individual’s contribution to a specific field, or to society in general.
h. joint qualification: where a single qualification is undertaken with more than one institution under a formal arrangement between the institutions. Variants are ‘cotutelle’ or ‘multi-badged’.
i. nested qualification: where two or more courses of different levels are combined in a way where sub-

qualification categories are fully articulated within the higher qualification categories;

j. Professional Certificate: a non-AQF award of the University consisting of 30 credit points that may consist of subjects from an AQF award of the University and/or microcredentials;
k. qualification: A degree, diploma or course that comprises approved studies at La Trobe as prescribed by the Academic Board;
l. single subject: a subject of an award course of the University in which a student enrols independently of a direct enrolment in the course and which may be used to apply for credit towards an award;
m. 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;
n. 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.
o. testamur: An official document issued on graduation that includes the full title of the qualification awarded along with any subsidiary components, majors not represented in the award title and any specialisations. In the case of VET courses, this document may be called a 'certificate'.
p. transcript: see 'academic transcript';
q. withdrawn without fail date: the date after the relevant Census Date within a teaching period after which a withdrawal from a subject incurs a Withdrawn Late (counted as fail) grade (KN), see Assessment Procedure - Grades and Administrative Codes.

Section 8 - Authority and Associated Information

(54) This Policy is made under the La Trobe University Act 2009.

Status and Details

Status	Current
Effective Date	18th August 2024
Review Date	16th August 2026
Approval Authority	Vice-Chancellor
Approval Date	19th August 2024
Expiry Date	Not Applicable
Responsible Manager - Policy	Lisa Constantine Director, Academic Services
Enquiries Contact	Student Administration

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