| PROCEDURE | ACADEMIES AUSTRALASIA POLYTECHNIC |
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| Ref. to Legislative Frameworks:<br><br>HESF 2015:<br>Standard 1.5<br><br>National Code 2018<br>Standard 7 | **Issuance of Higher Education Testamurs, Graduation Statements and Official Academic Transcripts Procedure** | |
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| Version: 2.1 | Approved by:<br><br>Chief Executive Officer | Approved on:    12/01/2020<br><br>Review by:       12/01/2022 |

## Revision History

| Version | Description of Change | Procedure Developer | Effective Date |
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| 1.4 | Signatories are updated. | General Manager, Operations and Risk Management | 16/08/2018 |
| 2.0 | Sequence of approval before completion documents can be issued. | Chief Executive Officer | 07/12/2019 |
| 2.1 | Minor edits to reflect compliance | Chief Executive Officer | 12/1/2020 |

# PURPOSE

This procedure explains the administrative processes for issuing Higher Education testamurs, graduation statements and/or official academic transcripts to eligible graduands of Academies Australasia Polytechnic (AAPoly). The procedure includes an authorised and verifiable process to replace the previously issued testamurs.

# POLICY STATEMENT

AAPoly awards Higher Education qualifications only to students who have fulfilled in entirety the requirements of an accredited course of study that leads to the qualification. The course of study is accredited by TEQSA and results in learning outcomes consistent with the appropriate classification in the Australian Qualifications Framework.

Successful completion of an accredited course of study renders a student eligible for authorised certification documentation that includes a testamur, an official academic transcript and an Australian Higher Education Graduation Statement (AHEGS). The outline and contents of an AHEGS are explained in the pursuant procedure.

AAPoly ensures that the certification documentation is distinguishable, protected against unauthorised reproduction or fraud, traceable and authenticable and comply with the relevant regulatory requirements.

# SCOPE

This policy applies to Higher Education qualifications offered by AAPoly.

# DEFINITIONS

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| **Academic transcript** | An academic transcript is a formal record of a student's results for the duration of the student's enrolment in a course. This can be requested for an individual course or for all courses the student has enrolled in. |
| **Accredited course of study** | An accredited course is a structured and integrated program of education consisting of a specified number of subjects or modules that lead to the award of a qualification. |
| **Australian Higher Education Graduation Statement (AHEGS)** | The AHEGS provides information on a student's higher education qualification, the institution at which the qualification was obtained and the Australian higher education system in one document. It is signed by the Chair of Academic Board. |
| **Completion Letter** | A letter that accompanies the testamur and Higher Education Graduation Statement. |
| **Paradigm** | Paradigm is AAPoly's Student Management System. |
| **Qualification** | The formal certification issued by a registered higher education provider, that a |

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| | person has achieved all the requirements for an award as specified in a course accredited by the Tertiary Education Quality and Standards Agency (TEQSA). | |
| **TEQSA** | The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national regulator of the higher education sector. | |
| **Testamur** | A testamur states that an award (such as a degree) has been conferred to a graduand. The Higher Education testamur is signed by the Chair of Academic Board and Chair of the Board of Directors, or their nominees. | |

## PROCEDURE

### *Confirmation of Course Completion and eligibility to graduate*

| | STEPS | WHO IS RESPONSIBLE? | COMMENTS |
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| 1. | Each semester, after the final results have been released, a list of students who have completed the required number of subjects is presented to the Program Director, supported by an academic transcript of each student. | Student Services Officer | List of students' names and IDs for each course is prepared by Student Services |
| 2. | Verify student results against relevant curriculum documentation | Program Director in charge of the course | Student's academic transcript is checked against award requirements in curriculum documentation. |
| 3. | Return the list of students to the Student Services Department, accompanied by:<br><br>1. Higher Education Course Completion Validation Form – signed by the Program Director and Academic Dean, indicating if there are any variations<br><br>2. Students' transcripts | Program Director in charge of the course<br><br>Academic Dean | Program Director completes the Higher Education Course Completion Validation Form indicating that the student has met the academic requirements for the course.<br><br>The Academic Dean must sign-off any variations to the standard requirements for completion. |
| 4. | Notify Student Services of the schedule for Academic Board and Board of Directors' approval processes. | Academic Dean | The Academic Board Chair must sign off any course variations and then the Board of Directors to approve the list of students eligible for graduation. |
| 5. | Student Services Officer inform the | Student Services | Students may apply for |

| | eligible students about the schedule for approval | Officer | completion documents but must wait until approved by the Academic Board and Board of Directors. |

## *Students applying for testamurs, graduation statements, and/or official academic transcripts*

| | STEPS | WHO IS RESPONSIBLE? | COMMENTS |
|---|---|---|---|
| 1. | Upon approval by the Academic Board and the Board of Directors, completed students are provided with:<br><br>1. Completion Letter<br>2. Academic Transcript<br>3. Notification to apply for graduation<br>    a. Student can attend graduation ceremony or<br>    b. Collect their testamur in absentia | Student Services Officer | Students may have special consideration due to visa expiration or application for further studies.<br><br>Student Services Officer to inform the Academic Dean of any special considerations or requests from students. |
| 2. | Provide AAPoly Graduation Application Form and AAPoly Graduate Survey to completing students. | Student Services Officer | |
| 3. | Complete AAPoly Graduation Application Form (and pay associated fees) and AAPoly Graduate Survey then lodge them with Student Services Department. | Student | |
| 4. | Optional – Request and complete GPA Calculation Statement through Student Services Department. | Student | |

## *Registration of applications for testamurs, graduation statements and/or transcripts*

| | STEPS | WHO IS RESPONSIBLE? | COMMENTS |
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| 1. | Verify student details | Student Services Officer | Ensure following details are correct:<br>• student's name;<br>• student's ID number;<br>• course title and code.<br>Check if the student applies for the |

| | STEPS | WHO IS RESPONSIBLE? | COMMENTS |
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| | | | initial testamur or a replacement. |
| 2. | Verify course details | Student Services Officer | Course details are checked against template of course components. |
| 3. | Verify student's fees status i.e. whether there are any outstanding non-academic liabilities e.g. finance, library etc. | Student Services Officer | The student must acquit all outstanding non-academic liabilities before testamur can be issued. |
| 4. | Record student's application for a Testamur | Student Services Officer | Save the application in the student's file in Paradigm. |
| 5. | Attach academic transcript downloaded from Paradigm to the application | Student Services Officer | Academic transcript template previously loaded into Paradigm. |
| 6. | Forward application and attached documentation to respective Program Director responsible for authorisation of the student's eligibility to graduate | Student Services Officer | |

**Preparation and issuance of testamurs, graduation statements and/or transcripts**

| | STEPS | WHO IS RESPONSIBLE? | COMMENTS |
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| 1. | Check that details on the application are accurate | Designated Proof Reader – Student Services Officer | Course title is checked against the CoE(s) issued. Spelling of student's name is checked against Paradigm record and passport information |
| 2. | Prepare testamur | Student Services Officer | Ensure appropriate stationery is used for the testamur. The testamur will be prepared within one month prior to the annual graduation. |

| 3. | Enter a registration note into Paradigm after certificate has been issued. | Student Services Officer | Initial testamurs are issued free-of-charge. There will be a fee for any subsequent re-printing of testamur. Please refer to the Schedule of General Fees and Charges published on AAPoly website[1]. <br><br> File an electronic copy of the Testamur into the student's file in Paradigm. This copy will be used for re-printing requests in the future. |
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| 4. | Arrange the signing of testamurs, completion letter, graduation statements and academic transcript | Student Services Officer | • The Registrar (or nominee) signs the Completion Letter. <br> • The Testamur is signed by the Chair of Academic Board and Chair of the Board of Directors, or their nominees. <br> • The Chair of Academic Board (or nominee) signs the Australian Higher Education Graduation Statement. <br> • The Academic Dean (or nominee) signs the Academic Transcript. |
| 5. | Scan the printed testamur and save it into the student's file in Paradigm | Student Services Officer | If a replacement testamur is needed in the future, it will be printed using the scanned image in the Paradigm file. |
| 6. | If the student discontinued the course and is readmitted later into the course, the course start date in the academic transcript will be stated as the date of the initial course start date. <br><br> If the course is completed as a result of supplementary assessment after the end of formal semester, the course end date will be the date when all assessments are completed. | Student Services Officer | An explanatory note will be included in the Completion Letter to explain the variation in course start and end dates. |
| 6. | Enter the details of testamurs and graduation statements into the AAPoly Register of Qualifications | Student Services Officer | |
| 7. | Organise the delivery of testamurs, graduation statements and/or transcripts to the students | Student Services Officer | In August of each year (or when scheduled by the Board of Directors), the Academic Dean will table to the Academic Board a list of completed students for graduation. If approved, the Academic Board will recommend |

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[1] http://www.aapoly.edu.au/pdf/General_Fees.pdf

| | | | them to be conferred the Degree by the Board of Directors.<br>The Board of Directors will receive the Academic Board's recommendation and confer the Degree to the graduands, to be formalised at the Graduation Ceremony or to be granted in absentia. After the Board of Directors have conferred the Degree, the testamurs can be sent to those students who are not attending the Graduation Ceremony, usually held on the first Thursday of October each year.<br><br>The students who graduate in absentia may collect their Testamur in person with appropriate identification, may authorize another person to collect their Testamur or may request their Testamur to be posted to their postal address. Testamurs are posted by registered mail. |
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## RESPONSIBILITIES

a) The Head of Student Services (DH-SS) has responsibility for the maintenance of this procedure.

b) The Academic Dean is responsible for informing the DH-SS of the compliant and current templates, and their updates thereafter.

c) The Program Director for each qualification is responsible for verifying the student's results against the current course curriculum.

d) DH-SS are responsible for maintaining current and adequate academic data to verify students' eligibility for testamurs.

e) DH-SS are responsible for ensuring that only the correct and current templates are uploaded onto Paradigm for issuance of testamurs, graduation statements and/or transcripts.

f) Student Services Officer is responsible for checking with the Finance Department and the Library staff that students who apply for testamurs or transcripts have acquitted their non-academic liabilities.

## FEEDBACK

Questions or suggestions for improvement in relation to this procedure are to be emailed to the DH-SS through studentadmin@aapoly.edu.au. The DH-SS will respond in writing within two (2) weeks from the receipt of the query or feedback, unless an immediate reply is necessary. The feedback or questions will be noted in the Continuous Improvement Registry and utilised in quality assurance.

**REFERENCES**

| Source | Document Title | Version/Date |
|---|---|---|
| Internal | Issuance of Higher Education Testamurs, Graduation Statements and Official Transcripts Policy | v2.1 12012020 |
| | Relevant forms and templates<br><br>• AAPoly Australian HE Graduation Statement Template<br><br>• AAPoly Graduation Application Form (HE)<br><br>• Academic Transcript Template<br><br>• Completion Letter Template (HE)<br><br>• Register of Qualifications<br><br>• Testamur Template<br><br>• GPA Calculation Statement Template<br><br>• Higher Education Course Completion Validation Form | |
| External | Australian Qualifications Framework | 2013 (2nd edition) |
| | Higher Education Standards Framework | 2015 |
| | National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students | 2018 |