Degree Issuance and Replacement Policy

Version number	3
Approved by	Corporate Governance Board
Date of approval	05/02/2018

Purpose

All students who graduate from a higher education program at Sydney Institute of Higher Education (**SI**) are entitled to receive authorised qualification certification documentation, including a testamur and academic transcript. SI is committed to providing this documentation in a timely manner and in a manner that protects the integrity and quality of the degree.

This *Degree Issuance and Replacement Policy* establishes the principles and framework for degree issuance and issuance and replacement of certification documents at SI. It also outlines the processes by which testamurs and academic transcripts will be issued, protected against fraudulent behaviour, and replaced as necessary.

Scope

This policy applies to the positions and bodies in charge of issuing and replacing testamurs and academic transcripts to students at SI.

Principles

The procedures outlined in this policy comply with the *Higher Education Standards Framework (Threshold Standards) 2015* and the requirements of the *Australian Qualifications Framework (AQF)*.

All graduates from a program at SI are entitled to receive a testamur and academic transcript.

All students that successfully complete one or more units within a program at SI are entitled to receive an academic transcript.

All of those who receive an academic transcript or testamur from SI are entitled to receive replacements in the event that the original is lost, stolen, damaged, or destroyed, or if the student's name has changed since the original issuance.

All qualification certification documentation issued and replaced by SI must uphold the quality and integrity of SI degrees.

Procedures

Framework for degree issuance and replacement

SI will maintain the quality and integrity of its awards by:

- Ensuring the authenticity of all qualification certification documentation issued by SI
- Ensuring that all information included in documentation is clear
- Building safeguards into qualification certification documentation to prevent unauthorised reproduction and fraud
- Ensuring that all qualification certification documentation is traceable and authenticable
- Implementing a rigorous document replacement process that enables SI to verify the reasons for replacement and oversee version control
- Establishing procedures to handle instances of falsification of documentation.

Issuance of documentation

The process for the issuance of documentation is as follows:

- The *Learning and Teaching Committee* provides a list of students who are entitled to receive documentation to the *Academic Board*.
- The *Academic Board* provides advice to the *Corporate Governance Board*.
- The *Corporate Governance Board* must review and approve all qualification certification documentation awarded.

Testamurs

Students who successfully complete a program at SI are entitled to receive a testamur.

Testamurs will be presented to students at graduation ceremonies. Other arrangements will be made if necessary.

The original testamurs that students receive will be issued free of charge. Replacement copies will incur a nominal administrative fee.

Students with outstanding debt to SI will not receive a testamur unless the student has either paid the debt or comes to an agreement with SI regarding payment of the debt.

All testamurs must clearly present:

- SI's logo and full name
- The graduate's full name
- The full name of the qualification being awarded including the field or discipline
- The name of any relevant majors or specialisations and a brief description of them
- The date of issue
- The name, position and signature of the individual authorised by SI to issue the testamur
- The AQF logo or the words "this qualification is recognised within the Australian Qualifications Framework"
- A testamur identification and authentication number (unique document number).

Academic transcripts

Students that successfully complete a program or one or more units within a program are entitled to receive an academic transcript.

The original academic transcript that students receive will be issued free of charge. Replacement copies will incur a fee.

Students with outstanding debt to SI will not receive an academic transcript unless the student has either paid the debt or comes to an agreement with SI regarding payment of the debt.

Academic transcripts must clearly present:

- The full name of the relevant SI program of study
- The AQF level of the award
- A record of the full name of all units in which the student was enrolled
- A record of the year in which the student was enrolled in each unit
- The credit point weighting for the unit
- A record of final marks and grades achieved in each unit
- A record of any withdrawals from a unit, after the census date
- A record of any advanced standing from previous formal, informal or non-formal learning that was credited towards the program
- The semester average, yearly and program average mark
- An explanation of the grading system used.

AHEGS – Australian Higher Education Graduation Statement

SI may issue an AHEGS statement complying with the requirements of *AHEG Statements*.

https://docs.education.gov.au/system/files/doc/other/
guidelines_for_the_presentation_of_the_ahegs.pdf

Anti-fraud measures

In order to be legitimate, all qualification certification documentation issued by SI will:

- Be printed on SI-approved stationery
- Have a unique tracking number (Unique Documents Number)
- If students attach an original document to a request for replacement, SI will destroy it before issuing a replacement.

Further measures are built in to the replacement process outlined below.

Replacement

Those who have received qualification certification documentation in the past and require a replacement must submit a request to SI that includes:

- If possible, the original documentation
- Name of student, award title, and year of issuance of the original documentation

- If possible, the Unique Document Number of the original documentation
- An explanation of why the replacement in necessary
- Proof of identity (e.g. original passport, driver's licence, birth certificate, proof of age card)
- In the absence of the original documentation, a statutory declaration stating that the documentation was lost, stolen, or destroyed
- In the event that a name change is required, documentation proving the change of name and clearly stating what name should be on the replacement
- A specified administrative fee.

To prevent fraudulent activity, all replacement documentation will:

- Clearly state "Replacement [documentation type] issued [date]
- Have a new Unique Document Number
- Be recorded in the SI Register of Qualifications and stored as per the *Data and Records Integrity Policy.*

SI is committed to assessing and responding to all requests for replacement documentation within 20 days of receiving them.

Policy Implementation and Monitoring

The *Corporate Governance Board* delegates responsibility for the day-to-day implementation of this policy to the *Academic Board*.

Definitions

Academic Board: the SI governing body responsible for academic oversight, including SI learning and teaching environment and practices, program development and approval, workforce planning, research and scholarship, and academic policies and procedures. The *Academic Board* advises the *Corporate Governance Board* on academic matters.

Academic transcript: An official certification that presents a full record of a student's enrolment at SI, including all units attempted and results attained.

Australian Qualifications Framework (AQF): The national policy for regulated qualifications in Australian education at all levels.

Corporate Governance Board: The SI governing body responsible for the oversight of all SI operations, including the direction-setting, quality assurance, monitoring, and improvement of academic and non-academic operations. It delegates responsibility for academic matters to the *Academic Board*.

Fraud: An act of deception through which the individual(s) gain financial or personal benefit.

Testamur: Official qualification documentation that certifies a student's completion of a program at SI.

Review Schedule

This policy will be reviewed by the *Corporate Governance Board* every three years.

Version History				
Version number:	Approved by:	Approval date:	Revision notes:	Next review date:
1	Corporate Governance Board	4/09/2017		
2	Corporate Governance Board	16/10/2017		
3	Corporate Governance Board	05/02/2018		5/2/2021

▲ Related Documents

➦	Anti-Fraud and Corruption Policy
➦	Compliance Framework Policy
➦	Data and Records Integrity Policy
➦	Risk Management Policy
➦	Certification Guidelines
➦	Academic Board – Terms of Reference
➦	Corporate Governance Board – Terms of Reference
➦	Learning and Teaching Committee – Terms of Reference

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