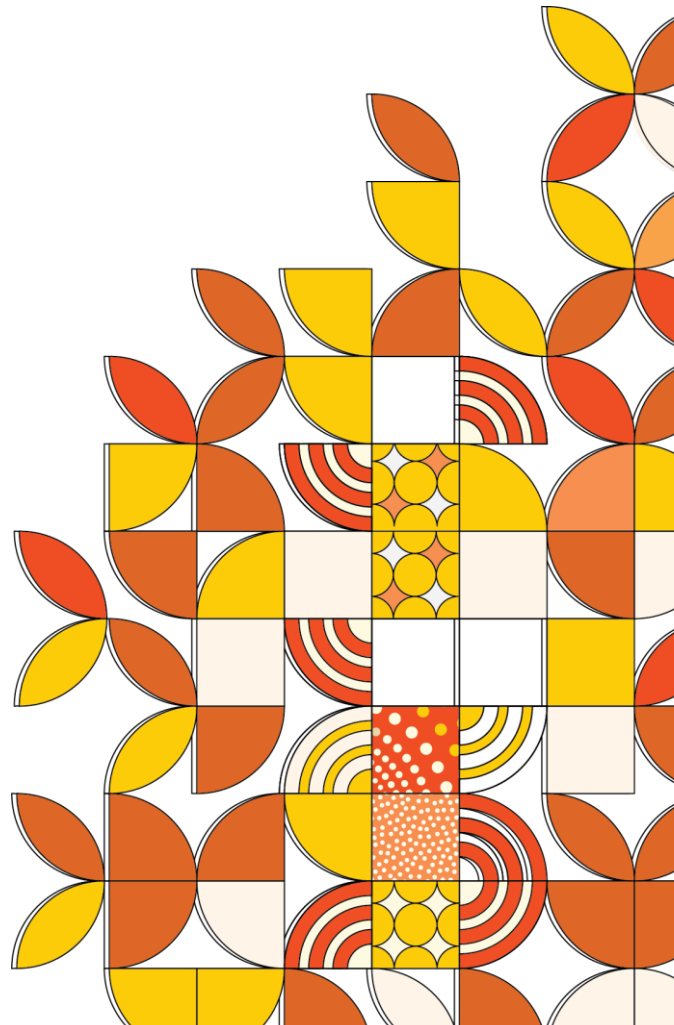


Issue of Testamur Policy



SECTION 1

Purpose

1. This policy describes the Institute of Health and Management's (IHM's) principles, procedures and requirements for the issue and replacement of official testamur and related documents for Higher Education awards conferred by IHM.

Scope

2. This policy applies to IHM's Australian Qualification Framework (AQF) award higher education courses.
3. The students who have completed AQF courses at IHM are entitled to receive the following at the time of conferral under the delegation of the accrediting authority:
 - a) Testamur
 - b) Academic Transcript
 - c) Australian Higher Education Graduation Statement (AHEGS) (for graduates only)
4. This does not apply to certificates of participation or other such documents.

Definitions

5. Definitions for key terms are presented in the Glossary of terms.

Suite Documents

6. This Policy is linked to the following:
 - a) Issue of Testamur Procedure
 - b) Australian Higher Education Graduation Statement (AHEGS)
 - c) See also the Associated Information listed in the 'Related Internal Documents' in Section 3 below.

SECTION 2

Policy

7. Principles

- 7.1 IHM ensures that the awardees of qualifications are issued with authorised certification documentation including a testamur, an academic transcript and an AHEGS that state correctly:
 - a) The name of the registered higher education provider issuing the documentation.
 - b) The full title of the qualification awarded, including the field or discipline of study.
 - c) The full name of the person to whom the documentation applies.
 - d) The date of issuance.
 - e) The name and office of the person authorised by IHM to issue the documentation.
 - f) If the qualification is recognised in the AQF, the testamur and the graduation statement is certified with the logo of the AQF.
- 7.2 IHM issues testamur to formally recognise the conferral of qualifications and honorary degrees.

- 7.3 The Board of Examiners is responsible for verifying and ratifying the conferral of awards, ensuring their compliance with established standards.
- 7.4 The Academic Board endorse the conferral of awards, affirming their academic integrity and alignment with institutional values.
- 7.5 The Academic Board will report the total number of awards conferred to the Board of Directors, ensuring transparency and accountability in the awarding process.
- 7.6 Students who complete one or more units of study that do not lead to the award of a qualification have access to an authorised academic transcript for the units undertaken.
- 7.7 Testamurs must be prepared in a format approved by IHM and should clearly state if the award has been taught and assessed in a language other than English.
- 7.8 The Board of Examiners verifies and approve the grades.
- 7.9 The testamur embodies the academic rigour of the IHM courses, which is essential to maintaining a sound reputation as an education provider among potential employers of IHM graduates, potential students and other stakeholders. Protecting the security and integrity of the testamur is therefore an important aspect of reputation stewardship for the Institute.
- 7.10 IHM ensures that the awards are conferred for the qualifications which are consistent with the level classification for that qualification in the AQF.
- 7.11 All certification documentation issued by IHM is:
- a) Unambiguously issued by IHM.
 - b) Readily distinguishable from other certification documents issued by IHM.
 - c) Protected against fraudulent issue by using anti-fraud certificate paper with hidden words.
 - d) Traceable and authenticable.
 - e) Designed to prevent unauthorised reproduction.
 - f) Replaceable by IHM through an authorised and verifiable process.
- 7.12 Graduation statements (in relation to a particular course of study) contain the information contained in a record of results, presented in a form that conforms with the requirements for an Australian Higher Education Graduation Statement (AHEGS).
- 7.13 IHM will maintain a register of graduates (e-testamur portal) which records all details of graduates, including but not limited to their course, start dates, end dates, mode of study, award conferred upon them, dates of issue etc.
- 7.14 The printed testamur will have an identification number, which will be recorded in the register.

SECTION 3

Associated Information

Related Internal Documents	<ul style="list-style-type: none"> • Australian Higher Education Graduation Statement (AHEGS) • Credit and Prior Learning Policy • Credit and Prior Learning Procedure • Fee, Charges and Refund Policy • Fee, Charges and Refund Procedure • Issue of Testamur Procedure • Student Academic Progression Policy • Student Academic Progression Procedure
Related Legislation, Standards and Codes	<ul style="list-style-type: none"> • Tertiary Education and Quality Standards Agency Act 2011 • Higher Education Standards Framework (Threshold Standards) 2021 • TEQSA Guidance Notes • Education Services for Overseas Students Act (2000) • National Code of Practice for Providers of Education and Training to Overseas Students (2018) • Australian Qualifications Framework (AQF) (2014) Qualifications Pathways Policy • Australian Higher Education Graduation Statement
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Date of next Review	13/06/2027
Approval Authority	Academic Board
Responsibility for implementation	Academic Department
Document Custodian	Registrar
IHM Doc ID	IHM-ITP1-5.0

Change History

Version Control		
Change Summary	Date	Short description of the change, incl version number, changes, who considered, approved, etc.
Version 4.0	10/11/2021	<ul style="list-style-type: none"> • Policy and Procedure are separated into two documents • Wells Advisory feedback was accepted and incorporated • Added version number • Minor editorial changed • Version 4 approved by the Academic Board in December 2021
Version 4.1	22/11/2023	<ul style="list-style-type: none"> • The definitions have been relocated to the IHM glossary and the template has been updated.
Version 5.0	03/04/2024	<ul style="list-style-type: none"> • Updated the content of policy according to HESF, AQF and TEQSA standards. • Elements of the policy have been moved to the Issue of Testamur Procedure.