



EXCELSIA
COLLEGE
Sydney - Australia

Document Name

ISSUING OF TESTAMURS AND RECORDS OF STUDY POLICY AND PROCEDURE

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Purpose and Scope

This policy outlines the instances where Excelsia College issues testamurs, transcripts and records of study to eligible students. It also outlines the mechanisms whereby Excelsia College can verify the authenticity of official academic documentation.

1. Definitions

- A **testamur** is the official certification of a student's completion of a degree
- A **transcript** is the official listing of the units of study taken within a course and grades earned by a student throughout an Excelsia College course
- A **record of study** is the non-official listing of the units of study taken within a course and grades earned by a student throughout an Excelsia College course

2. Conferral

In conferring AQF qualifications the College adheres to the government's regulatory and quality arrangements for each qualification type, For all graduates except those graduating from higher degrees by research, the conferral date for their award is the date of their graduation ceremony or the date of an approved interim conferral round., For higher degree research graduates, the conferral date is the date that the Director of Research has certified that the higher degree research candidate has met the requirements of their award.

3. Conferral of Awards – Posthumously or on the Basis of Permanent Incapacity

There are circumstances in which the College may confer an award on a student before completion of the requirements of that award. These include:

- the death of the student;
- sustaining an injury or contracting an illness that renders the student permanently incapacitated and precludes completion of their studies.

Awards may be conferred in these circumstances provided that:

- the student is a currently enrolled student of Excelsia College at the time of their permanent incapacity or death; and
- the request for conferral of the award is made by a staff member of the College with either the consent of the individual or the family.

Conferral of awards in these circumstances may be considered provided that:

3.1 Coursework Award

- a student enrolled in a coursework award, at the time of their permanent incapacity or death, had satisfactorily (GPA of 3.5) completed at least two-thirds of the course in which they had enrolled; and
- the Chief Academic Officer recommends the award to the Chair of Academic Board.

The conferral date for the award is the date of the next graduation ceremony or the date of an approved interim conferral round.

3.2 Research Award

- a candidate enrolled in a higher degree by research, at the time of their permanent incapacity or death, had completed sufficient documentation in the form of data and publications that in the view of the College's Director of Research the requirements of the degree would have been satisfied if the candidate had been in a position to continue their work; and
- the Director of Research recommends conferral of the award to the Chair, Academic Board.

The conferral date is the date that the Director of Research certifies that the higher degree research candidate has met the requirements of the award.

3.3 Honorary Awards

Issuing of honorary qualifications is done so at the discretion of the Academic Board, with final approval from the Board of Directors. Persons can be nominated for honorary qualifications by the Chairman or Chief Executive Officer. Any honorary qualification issued by the college will clearly and unambiguously identify the qualification as an honorary qualification.

4. Certification Documentation

The certification documentation provided to the graduate includes the testamur and academic transcript. The certification documentation is made available to graduates in a paper-based format at the graduation ceremony or following conferral. The College ensures sufficient information is provided on the certification documentation for it to be authenticated and to minimise its fraudulent use. The certification documentation is provided on security paper to prevent unauthorised reproduction.

4.1 Testamur

Testamurs are issued in line with Excelsia College's *Graduation Policy and Procedure*. All Excelsia College certificates are presented at Graduation ceremonies and registers of conferred awards are held by the Registrar's office.

Any testamur issued by Excelsia College is appropriately signed and sealed with the College's Seal. Any certificate not bearing the official academic seal and the signatures will not be treated as authentic. Any questions as to the authenticity of issued certificates may be referred to the Registrar.

The wording on the Excelsia testamur is as follows:

The College on recommendation of the
Academic Board and by virtue of the authority
vested in the Board has conferred upon

Graduate Name

the award

<award title>

In witness of this the signatures of the appropriate officers and
the seal of the College are hereto affixed and at Sydney on

<date> day of <month, year>

4.1.1 Presentation of the Award Title on the Testamur

On the testamur, the award title shall be predominant. In the case of courses with narrow titles where additional information is appended to denote a significant disciplinary sub-category or professional area, the additional information shall be included underneath the award title in smaller print. For example

BACHELOR OF MUSIC

in

Performance Studies

4.1.2 Presentation of Language of Instruction on the Testamur

In the case where a course has been taught solely in a language other than English or any part of the course or any assessment leading to the award of the qualification have been conducted in a language other than English, the language of instruction is recorded on the testamur. For example:

This award was achieved through instruction conducted in [language].

4.1.3 Presentation of the Australian Qualifications Framework on the Testamur

Graduates of qualifications conferred on the 5th January 2015 and onwards shall include: 'The award is recognised within the Australian Qualifications Framework'; except where the qualification is not consistent with the *Australian Qualifications Framework (2013)*. In such cases no notation is included on the testamur.

4.1.4 Presentation of the Name and Office of those authorised by the Board of Directors to issue the Testamur

The signatures of the Chief Academic Officer, the Chief Executive Officer and the Chair, Board of Directors and the titles of their office shall be included on the Testamur as those officers of Excelsia College authorised to issue the testamur.

4.1.5 Issuing of Testamurs

All students who are eligible to graduate are recommended for graduation by the College's Learning and Teaching Committee to the Academic Board. This recommended listing of students eligible for graduation is signed off by the Chief Academic Officer and again by the Chair of the Academic Board. This signed approval is provided for checking against presented testamurs at the time testamurs are signed by the Responsible Officers (as noted below).

After approval certificates are printed with student's official names and signed alongside the official academic seal of the College by the responsible officers. At the time of this policy the responsible officers are:

- the Chief Academic Officer
- the Chief Executive
- the Chairman of the Board.

4.1.5 Replacement Testamurs

Testamurs may only be reissued by the Registrar. Graduates may request a replacement outlining the details as to how the original testamur was lost, stolen or damaged. If the

testamur was lost or stolen applicants must provide a statutory declaration outlining the circumstances surrounding the loss. If the testamur was damaged, the original must be returned to Excelsia College prior to the new document being issued.

It is not College policy to automatically reissue a testamur following a change of name. This is because the testamur is a legal document issued under the Common Seal of the College on a particular date and under a specific name and, once issued, it cannot be altered. Testamurs are only reissued in rare and extenuating circumstances and fees apply (refer to the Administration Fees listing).

4.1.6 Verification Mechanism

Any testamur issued by Excelsia College is appropriately signed and sealed with the College's seal. Any certificate not bearing the official academic seal and the signatures will not be treated as authentic. Any questions as to the authenticity of issued certificates may be referred to the Registrar.

4.2 Academic Transcript

4.2.1 Issuing an Academic Transcript

In line with *Graduation Policy and Procedure* on conferral of their award all graduates receive two copies of the official Academic Transcript which is the record of all courses and units in which they had enrolled at Excelsia College.

4.2.2 Contents of an Academic Transcript

The transcript will include the enrolment status in each course, credit awarded, the grade obtained for each course, an explanation of the grading system used and their cumulative GPA. In the case where a course includes a significant particular focus of study, such as honour, an area of specialisation or a major study, a definition of that component of significant focus will be included. In the case where a course has been taught solely in a language other than English or any part of a unit or any assessment leading to the award of the qualification have been conducted in a language other than English, the language of instruction is recorded on the transcript.

4.2.3 Security of an Academic Transcript

Transcripts are printed on Excelsia College official security paper (letterhead) and signed by the Registrar under the official academic seal of the College.

4.2.4 Access to an authorised record of results

Students who complete one or more units that do not lead to the award of a qualification may receive a transcript as an authorised record of results for the units undertaken.

4.2.5 Request for an Academic Transcript

Students may request a transcript via the *Request for Official Transcript or Record of Studies* form.

4.2.6 Verification Mechanism

Any transcript issued by the Registrar is appropriately signed and sealed with the College's seal. Any certificate not bearing the official academic seal and the Registrar's signature will not be treated as authentic. Any questions as to the authenticity of issued certificates may be referred to the Registrar.

Transcripts issued from 2013 onwards are printed on Excelsia College security paper (letterhead). A photocopied document bears the word 'Copy'. The original also features fluorescent fibres when viewed under a black light. The microprinting security line which reads "Excelsia College" under magnification will not be readable in a copy. This paper is held in a secure location and is only accessible by the Registrar for the purpose of printing transcripts only.

4.2.7 Record of Studies

Records of Studies are the non-official record of units of study undertaken by a student in an Excelsia College course. Records of Studies are issued by the Registrar's office only upon request.

Records of Studies may also be printed by students from their Excelsia College Student Portal. They may email to themselves as a PDF file and can print them at their discretion. Any student may access their records of study after grades have been finalised through the Excelsia College Moderation process.

Students who disagree with any grades issued on their transcript or record of studies may appeal via the Assessment Appeal Application.

5 Rescission of an Academic Award

An academic award is rescinded in the following circumstances:

- a graduate applies to have their award rescind; or
- an administrative error has resulted in the conferral of an award for which the student is not eligible.

A graduate who wishes to have their award rescinded makes an application to the Registrar accompanied by all documents issued by the College that certify the conferral of the award. If the documents are not available the graduate must provide a statutory declaration stating that the documents are destroyed or no longer available. The application is referred to the Chief Academic Officer or the Director of Research for consideration and recommendation to the Chair, Academic Board.

Upon the receipt of a recommendation to rescind an award, the Chair, Academic Board resolves that:

- the award is rescinded, with rescission taken effect immediately; or
- the award is not rescinded.

6 Surrender and Replacement of Certification Documents

6.2 Testamurs

Surrender of paper-based testamurs is required in the following instances:

- the testamur is damaged and a replacement testamur is requested;
- the award rescinded in accorded with section 5;
- the College Board of Directors has agreed to upgrade the award level of a course without changing the course degree requirements.

Both replacement and substitute testamurs will be issued subject to the following conditions:

- a *Request for Replacement Testamur* form is completed;

- where the original certificate was defective or has been damaged, the certificate is returned;
- payment of the prescribed fee, where applicable.

6.2 Official Academic Transcripts

Graduates may request additional and replacement paper-based Office Academic Transcripts. These will be issued subject to the following conditions:

- a *Request for Official Transcript or Record of Studies* form is completed in full; and
- payment of the prescribed fee.

7 Revocation of an Academic Award

The Excelsia College Board of Directors reserves the right to revoke an academic award that has been conferred on the basis that the person:

- did not possess the relevant qualifications to undertake the course for which the award was conferred;
- did not complete the necessary requirements for the award; or
- achieved the award through plagiarism, fraudulent or dishonest means.

Upon revocation of the award by the College's Board of Directors, the person is advised in writing that they are no longer to cite or imply that they are a recipient of that award and a noting including the date the award was revoked is placed on the office academic transcript.

8 Responsibility

The following people have a responsibility in relation to this procedure:

- Chief Executive Officer
- Chief Academic Officer
- Chairman of the Board
- Registrar
- Assistant Registrar
- Learning and Teaching Committee
- Academic Board

References and Related Documents

Graduation Policy and Procedure

Request for Official Transcript or Record of Studies form

Student Grievance Policy and Procedures