

Institution	Universal Higher Education (UHE)
Policy name	Testamur Integrity Policy
Policy Governance	Academic Board

1. Introduction

UHE is committed to ensuring the accuracy and authenticity of all issued documents that record details of students' academic information, in the interests of UHE, its students and graduates. That objective is reinforced by legislation and agencies that empower, review and support public institutions and their reputations.

The purpose of this policy is to establish approved processes which ensure the accuracy, integrity and security of testamurs issued by UHE.

2. Policy principles

UHE issues several types of official statements that provide the academic records of individual students. This policy defines the different documents and sets out the ways in which their content may be used to ensure that the information provided by UHE regarding individual student records is fit for purpose and is consistent.

For purposes of this policy, the following definitions covering the range of student academic records shall apply:

- a. Academic transcript: the official record of a student's study at UHE. It covers all subjects attempted, except when provided as part of the Australian Higher Education Graduation Statement (AHEGS) or for teaching registration purposes.
- b. Australian Higher Education Graduation Statement (AHEGS): a statement issued to graduates upon successful completion of a UHE award which includes a course specific academic transcript (being introduced from 2011).
- c. Completion letter: a letter confirming that a student has satisfied the requirements of an award, issued in the period before the award is conferred.
- d. Testamur: the official document bearing the UHE logo stating that the student has successfully completed the award named on the testamur.

Falsification of UHE testamur, academic transcript, the AHEGS or any other issued academic record damages the reputation of UHE, its students and graduates at national and international levels. Students who falsify documents covered by this policy will be dealt with under the Academic Misconduct Policy and persons who falsify documents covered by this policy may be prosecuted under the Crimes Act 1958 (Vic).

3. Creation and Approval of a Conferral List

The Academic Integrity Committee will review the grades and results and recommend students who are eligible to graduate. The recommendation of the Academic Integrity Committee is based on the list prepared by the Registrar. The Registrar uses the UHE Conferral of Award and Graduations Policy to ensure that student eligibility to graduate is based on compliance with policy. The Registrar through the Academic Integrity Committee provides the list of eligible students to the Academic Board for approval. Approximately three weeks before a conferral date, the Registrar will produce a conferral list. The conferral list will include all students who are eligible to graduate.

The Registrar will forward the conferral list to the Chair of Academic Board who may make any enquiries they see fit to assure the list is accurate.

Where satisfied the list is accurate, the Chair of Academic Board will authorise by signing the list. The Registrar will then provide the conferral list to the UHE Board for approval.

4. Printing and Sealing Testamurs

Testamurs for qualifications that have appeared on a conferral list are generated by staff from the Registrar's Office for printing via the Student Management System. Testamur paper must always be securely stored in a locked cupboard, and an up to date inventory must be kept by the Registrar Office.

Testamur Paper must be protected against fraud by marking each with a secure and confidential serial number.

Testamurs will be printed with the following information:

- a. UHE logo.
- b. student name.
- c. award title.
- d. award number (a unique number allocated by the student system when an award is completed);
- e. the person/s authorised to issue the award.
- f. UHE CRICOS & TEQSA Registration Number; and
- g. conferral date.

5. Distribution of Testamurs

In order to receive an UHE testamur, eligible students must register a graduation choice. Students may choose to:

- a. receive their testamur at a graduation ceremony.
- b. collect their testamur from the Registrar's Office; or
- c. have their testamur mailed to them (by registered post within Australia or international courier if overseas).

6. Recording Student Names on Testamurs

The student name which must appear on a testamur is based on the name recorded in the student management.

7. Replacement testamurs

Replacement testamurs are subject to approval by Registrar and:

- a. are only produced if an original has been stolen, damaged or permanently lost.
- b. will only be issued upon presentation of a duly signed Statutory Declaration (or the overseas equivalent) attesting to the unrecoverable theft, damage or loss; and
- c. are generated by staff within the Registrar's Office via the student management using the unique award number allocated to the qualification upon completion.

8. Audits

As part of the maintenance of quality assurance and academic integrity, the Chief Academic Officer will undertake an audit on annual basis. The audit will focus on verifying the number of testamurs issued against graduations list, number of testamur printed, testamur destroyed due to error, and the storage, security and access rights of testamurs and transcripts.

9. Review

The Testamur Integrity Policy will be reviewed every three years, or more frequently as appropriate.