Certification Issuance Procedures

These Procedures support the *Certification Issuance Policy*

Procedures Owner: College Principal

Keywords: Certification, Testamur, Transcript, Qualification, Award

1.   INTENT

1.1   These Procedures articulate:

a)   the conditions under which Qualifications will be Awarded at ECU Sri Lanka campus ('ECUSL' or the 'College); and Edith Cowan College (ECC) in relation to the pathway programs (Foundation and Diploma)

b)   the processes for managing the security, issuance and replacements of Testamurs and Transcripts in order to mitigate against loss, theft and fraudulent representation of Qualifications.

2.   ORGANISATIONAL SCOPE

2.1   These Procedures apply to all Staff and Students associated to the pathway programs offered at ECUSL.

3.   DEFINITIONS:

3.1   The *Glossary of Policy Terms* applies to these Procedures.

4.   PROCEDURES CONTENT:

Certification documentation

4.1   All Students who meet the requirements for Award Course completion will be entitled to an Award.

4.2   Students who complete a Higher Education Qualification will receive a Testamur and a Transcript.

4.3   A Student Withdrawing from the Pathway Program without completing the Course is entitled to a Transcript.

4.4   Current Students may request an unofficial Transcript.

4.5   Students who successfully complete a non-Award Course will receive a Testamur and Transcript.

4.6   Students with outstanding Fees and charges will not be provided with an official Transcript.

Conferral of Awards

4.7   At the end of each Study Period, the Board of Examiners is provided with a list of Students who are eligible to Graduate (Graduands) due to meeting all the requirements of their Course.

4.8   The Board of Examiners will approve Graduands, under delegated authority from the Academic Council, and the date of the Board of Examiners' meeting will be the date of issue of the Award.

4.9   If some Student results are not ready at the time of the Board of Examiners, the Board of Examiners may delegate to the College Principal the approval of these outstanding results. The date of issue of the Award will be the date of approval by the College Principal.

4.10   The College Principal will approve Graduands of Courses offered by ACBT and ECC.

4.11   The full list of Graduates, including those approved by the College Principal under delegated authority, will be presented to the Academic Council at the next meeting for noting.

4.12   The Student and Academic Services Manager (or Nominee) will maintain a Register of Graduates in the Student Management System, under delegated authority from the College Principal.

Production of ECC Testamurs

4.13   ECC Higher Education Award Testamurs will contain:

a)   issuing organisation name (Edith Cowan College);

b)   the full legal name of the person to whom the documentation applies, as recorded in the Student Management System at the time of printing;

c)   the full name of the AQF Qualification Awarded, as approved by the Academic Council, and the AQF logo;

d)   date of issue of the Award;

e)   name and signature of the person authorised to issue the documentation, namely the College Director and Principal;

f)   mark of authenticity (Graduation Seal) and

g)   Testamur Identification Number that is generated automatically by, and recorded in, the Student Management System as each Testamur is produced.

Production of ECC Transcripts

4.14   ECC Transcripts will contain:

a)   the full name of all Courses and Units of Study undertaken, the Study Period in which they were undertaken and/or completed;

b)   the date the Board of Examiners approved the Award;

c)   Credit granted through Recognition of Prior Learning (RPL);

d)   the weighting of Units within Courses of Study;

e)   the title and signature of the person authorised to issue the documentation, namely the College Principal;

f)   the Grades and/or Marks awarded for each Unit of Study undertaken; and

g)   where Grades are issued, an explanation of the grading system used.

Production of ACBT Testamurs

4.15   ACBT Award Testamurs will contain:

a)   issuing organisation name (Australian College of Business and Technology pvt Ltd);

b)   the full legal name of the person to whom the documentation applies, as recorded in the Student Management System at the time of printing;

c)   the full name of the Qualification Awarded, as approved by the Academic Council;

d)   date of issue of the Award;

e)   name and signature of the person authorised to issue the documentation, namely the College Director and Principal;

f)   mark of authenticity (Graduation Seal) and

g)   Testamur Identification Number that is generated automatically by, and recorded in, the Student Management System as each Testamur is produced.

Production ACBT Transcripts

4.16   ACBT Transcripts will contain:

a)   the full name of all Courses and Units of Study undertaken, the Study Period in which they were undertaken and/or completed;

b)   the date the Board of Examiners approved the Award;

c)   Credit granted through Recognition of Prior Learning (RPL);

d)   the weighting of Units within Courses of Study;

e)   the title and signature of the person authorised to issue the documentation, namely the College Principal;

f)   the Grades and/or Marks awarded for each Unit of Study undertaken; and

g)   where Grades are issued, an explanation of the grading system used.

Authentication and Verification of Certification

4.17   Protocols for the ordering, printing, access and secure storage of Certification documents include:

a)   the generation of Certification documents via the Student Management System, thereby eliminating manual processes;

b)   the automatic generation of Certification identification numbers by the Student Management System;

c)   the quality check of Certification documents by Academic Program Coordinators;

d)   the storage of Certification paper in a locked room;

e)   the secure storage of the key to the storage room containing Certification documents; and

f)   the disposal of Certification documents containing printing errors in secured, confidential waste bins.

4.18   Certification process includes several measures to prevent fraudulent replication of these documents including (but not limited to):

a)   signature;

b)   microscopic markings; and

c)   a unique Testamur Identification Number

Issuance of Certification Documents

4.19   Testamurs and Transcripts will be available to Students no later than thirty-five (35) Calendar Days after the Board of Examiners has approved their issuance. This timeframe may be later for Partner Providers overseas.

4.20   An Unofficial Record of Results can be provide to Students Enrolled at ECC.

4.21   Certification documents will be issued at either a Graduation ceremony presided over by the College Principal (or Nominee), made available for pick up from campus or mailed out to students at their request. Additional fees apply to documents posted to an overseas address.

Replacement Certification

4.22   Students may request replacement Certification documents by completing the *Application for Documents* form and paying a fee (unless the Certification was issued with errors by ECUSL or ECC).

4.23   Requests for replacement Testamurs must be made by the Graduate themselves.

4.24   If a replacement Testamur is required because the original Testamur is damaged, then ECUSL will request the damaged Testamur be returned prior to the issue of the replacement. If the original Testamur has been returned, ECUSL will destroy it after the production of a replacement Testamur.

4.25   Students seeking replacement Certification documents:

a)   issued by an antecedent institution (e.g. Perth Institute of Business and Technology) will be provided with a statement confirming the student's achievement on ECC's letterhead; and

b)   for a vocational education Qualification no longer offered by ECC will be directed to contact the [Australian Skills Quality Authority](#) (ASQA).

4.26   The replacement Testamur will be on the current template stating the original Graduation Study Period and will include a statement that it has been 'reissued'.

4.27   The Testamur Identification Number of the replacement remains the same as the original Testamur on that Graduate's record in the Student Management System.

4.28   The College will not provide replacement Testamurs due to a change of name by deed poll, marriage or divorce.

4.29   Replacement Testamurs will contain a date of re-issuance which will be the date of printing.

Record Keeping

4.30   In line with the AQF and/or regulatory requirements, records of all Certification issued under this Policy shall be maintained in the Student Management System for at least 30 years.

4.31   In the event that ECUSL/ECC ceases to exist, these records will be provided to the regulatory authorities in digital format.

4.32   ECUSL/ECC reserves the right to revoke any academic Award which has been granted to any person and upon such revocation the College Principal shall strike such persons off the Register of Graduates. This entails the deletion of the award in Navigate and detailed record-keeping in the person's file.

4.33   ECUSL/ECC may at any time thereafter, on good cause being shown, restore to any person an academic Award which has been revoked, and thereupon the College Principal shall restore the name of such person to the Register of Graduates.

5.   **RELATED DOCUMENTS:**

5.1   Relevant to these Procedures are:

Academic Progression Policy
Credit and Recognition of Prior Learning (RPL) Policy
Enrolment Policy

5.2   These Procedures have been developed in line with requirements set out in the:

[*Higher Education Standards Framework (HESF);*](#)
[*Australian Qualifications Framework (AQF), particularly the*](#) AQF [*Qualifications Issuance Policy*](#).

6. CONTACT INFORMATION:

For queries relating to this document please contact:

PROCEDURES OWNER	College Principal
ALL ENQUIRIES CONTACT:	Quality and Compliance Manager
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7. APPROVAL HISTORY:

PROCEDURES APPROVED BY:	College Principal
DATE PROCEDURES FIRST APPROVED:	March 2024
DATE LAST MODIFIED:	March 2024
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NEXT REVISION DUE:	March 2026