

Policy Title

Issuance Policy

Purpose

To outline the approach Monash College takes to ensure all processes are followed, including the re-issue of Testamurs, when a student has completed all assessment requirements for a course at Monash College.

Scope

This policy applies to:

- Higher Education Undergraduate Certificates and Diplomas,
- Vocational Education and Training Certificates, Diplomas and Advanced Diploma
- all locations.

This policy does not apply to:

- Any non-AQF qualifications

Policy Statement

1. General Principles

Monash College issues the following academic statements:

- Transcript of academic record
- Testamur.

Academic Statements are issued in accordance with the Higher Education Standards and Framework 2021, Standards for Registered Training Organisations (RTOs) 2015 and the Australian Qualifications Framework (AQF) Qualifications Issuance Policy.

Academic Statements are designed to be:

- Recognisable as issued by Monash College,
- Clearly distinguishable from other types of statements issued by Monash College,
- Protected from unauthorised production,
- Authenticable and traceable through Monash's records.

The student's personal and academic information on academic statements will only be altered to correct an error or record a change of name.

The Monash College Board of Directors may revoke or rescind an awarded qualification if it is determined the award was obtained through fraudulent, dishonest or misleading conduct.

Individuals who falsify academic records may be prosecuted.

2. Testamur Requirements

The testamur will contain sufficient information to identify correctly the following information:

- Issuing organisation,
- Graduate who is entitled to receive the AQF qualification,
- Awarded AQF qualification by its full title,
- Date of issue/award/conferral,
- Person(s) in the organisation authorised to issue the documentation, and
- Authenticity of the document, Monash College utilises a unique watermark or QR code.

Replacement: A student can apply to student administration for a replacement testamur (fees may apply) under the following circumstances:

- In case of Monash College error – a new version will be issued without charge,
- If the original has been lost, stolen or damaged,
- After registering a name change with Monash College.

3. Revocation or Rescission

The Monash College Academic Board may rescind or revoke an awarded qualification if it is determined:

- it was obtained through fraudulent, dishonest or misleading conduct,
- it was awarded in error and the student is not eligible for the qualification.

If Monash College receives information that reasonable grounds exist to revoke an awarded qualification a report will be made to the Academic Board following an investigation by the Monash College Governance unit. The Academic Board determines if the qualification is to be revoked.

The effect of a revocation decision is the granting of the qualification is rescinded and the person on whom the qualification was awarded no longer has or holds it.

Notice of revocation must be made within 14 days of the decision to revoke.

4. Responsibility

The testamur is the certificate issued by Monash College Academic Board on behalf of the Board of Directors to confirm that a student has completed the requirements for the certificate.

The Monash College Academic Board has the authority on behalf of the Board of Directors to rescind or revoke an awarded qualification.

The Board of Directors authorises the Chair of the Academic Board to sign and issue the documentation.

The Board of Directors is responsible for ensuring quality controls are in place for the issuance of legitimate qualifications.

5. Appeals

Any student dissatisfied with a decision as a result of the Issuance policy may lodge an appeal as per the Monash College Grievance and Appeals Policy and RTO Grievance and Appeals Policy. Appeals against the revocation of a qualification must start at Stage 3.

Records Management

The latest version is available on the Monash College website and Policy Bank.

Legislation and Standards

Higher Education Support Act (2003)

Higher Education Standards Framework (Threshold Standards) 2021

Standards for Registered Training Organisations (RTOs) 2015

Privacy Act 1988

Australian Qualification Framework (AQF) Qualifications Issuance Policy

Reference Policies and Supporting Documentation	Enrolment Policy Monash College Student Privacy Collection Statement
Responsibility for Implementation	Executive Director, Operations Support Director, Academic Operations Associate Director, Academic Governance and Quality Manager Student Administration
Status	New
Key Stakeholders	Monash College Board of Directors Monash College Academic Board All Monash College students Operations Monash College Student Administration
Approval Body	Board of Directors
Date Effective	08/03/2022
Next Review Date	31/8/2025
Policy Owner Job Title	Associate Director, Academic Governance and Quality Governance
Policy Author	Senior Governance Officer
Contact	Associate Director, Academic Governance and Quality Governance
Policy Level	Level 1

Definitions

Australian Qualifications Framework (AQF)	The Australian Government's policy for regulated qualifications in the Australian education and training system.
Award	A degree, diploma, certificate or other qualification awarded upon successful completion of an accredited course.
Board of Directors	The governing body of Monash College.
Completed	The unit status that indicates a student has attempted and received a grade for a unit.
Course (of study)	A number of subjects or units of study extending over a period of time leading to an award, qualification or completion of a recognized program.
Higher Education Standards Framework 2021	A legislative instrument that sets out the minimum acceptable standards that Monash must continue to meet to maintain registration as an Australian university under the Tertiary Education Quality and Standards Agency Act 2011.
Revocation/revoke	For the purpose of this procedure, the act of the Monash College Academic Board to officially cancel an award previously conferred.
Testamur	An official certificate issued by Monash College Board of Directors certifying that a qualification has been awarded to an individual.
Transcript of academic record	An official certificate of a student's academic record at Monash.
Unit	A component of a course represented by a unit code that is taught as a discrete entity.

Implementation plan

Step #1	Final version to be approved by Monash College Academic Board then circulated to staff
Step #2	Policy uploaded to the intranet, policy bank and website
Step #3	Key Stakeholders to be briefed.

Change history

Version number	Approval date	Approved by	Brief outline of changes
1.0	28/04/2022	Monash College Board	New policy
2.0	5/8/2022	Academic Board	Amended to include RTO