



## CONFERRAL OF ACADEMIC AWARDS AND TESTAMURS POLICY

<b>Authorised By:</b>	Academic Board	<b>Revision: 1.8</b>
<b>Last Amendment Date:</b>	Revision Date: 29 Sep 2023	
<b>Review Due Date:</b>	Next Review: 29 Nov 2025	
<b>Related Documents:</b>	<a href="#">Australian Qualifications Framework</a>	
<b>Responsible Officer:</b>	Registrar	
<b>Review and Implementation:</b>	Academic Quality Assurance Committee	

Any person who requires assistance in understanding any aspect of this document should contact the Responsible Officer

### 1. Overview

This policy defines regulatory requirements for the issuing of parchments, academic transcripts and statements of attainment.

### 2. Scope and Applications

This policy and its associated procedures are to be observed by all staff involved in the issuance of parchments and academic transcripts to students.

### 3. Policy Principles

- 3.1. Tabor will uphold the integrity and reliability of documentary evidence of educational achievement by following the regulatory requirements for the issuing of parchments and academic transcripts.
- 3.2. Tabor will issue AQF qualifications and statements of attainment that meet the requirements specified in the [Australian Qualifications Framework 2013](#) within the scope of its registration.
- 3.3. Tabor does not issue Honorary qualifications.
- 3.4. Tabor does not issue Higher Doctorates.

### 4. Procedures

- 4.1. Prior to the issuance of an AQF qualification or academic transcripts, the head of program / course coordinator and/or Student Services will verify that the student has met all requirements of the course as accredited by TEQSA.
- 4.2. Tabor will only issue AQF qualifications and academic transcripts that are within its scope of registration and that certify the achievement of qualifications or subjects specified in accredited courses.
- 4.3. Tabor will issue, record and report AQF qualifications and statements of attainment that meet the requirements of the current Australian Qualifications Framework, including the national codes.

- 4.4. Students undertaking a Higher Education award that contains a nested award will receive a parchment at successful completion of the highest award. They will not normally receive a parchment for the nested award.
- 4.5. Students who have completed a nested award within a course they are applying to gain entry into will be granted Advanced Standing as block credit and will not be required to surrender the parchment for the nested award.
- 4.6. Exit point awards will only be awarded if the student indicates an intention not to proceed with the award to which they were admitted.
- 4.7. A student who completes a nested course and is progressing to, or transferring into, the higher level course in which it is nested can only take out the nested award if the conferral of the nested award is required for legal or employment purposes. Other evidence of a student's progress through the higher level course may be provided by the Registrar as required.
- 4.8. Students completing a Higher Education award will be issued an *Australian Higher Education Graduation Statement*, in addition to an academic transcript.
- 4.9. All parchments issued by Tabor will be imprinted with the College seal, and all academic transcripts will be printed on secure paper.
- 4.10. The form of the parchment and academic transcript are described in the *Australian Qualifications Framework*.
- 4.11. To be eligible to receive an award, a student must have completed all the requirements for a course and have paid all fees, including library fines, and returned all library books.
- 4.12. A sub-disciplinary sequence of study within an award will be recorded as a "specialisation". For an award of 1 year or less, a "specialisation" must involve 50% of units within the award focussing on the area of specialisation. For awards more than one year in length, a "specialisation" must involve at least 33% of units within the award focussing on the area of specialisation.

## **5. Definitions**

See [Global Definitions](#)

## **6. Communication / Training**

- 6.1. Staff with designated special responsibilities will be given appropriate training, guidelines and professional development opportunities in relation to their roles and responsibilities.