



Policy and Procedure

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SECTION 1 – INTRODUCTION

PURPOSE

MHM Higher Education Pty Ltd trading as Australasian College of Health and Wellness (the College) issues graduates with appropriate certification documentation and maintains processes to authenticate awards and protect against fraudulent use.

This policy and procedure defines the rules for the issuance of Australian Higher Education Graduation Testamurs and Statements.



SECTION 2 – POLICY

PRINCIPLES

The purpose of this policy and procedure is to define the rules for the issuance of Australian Higher Education Graduation Testamurs and Statements.

POLICY

The Head of Faculty will monitor student progress and verify that a student has satisfactorily completed all course requirements before recommending to the Teaching and Learning Committee that a student be awarded a qualification. The Teaching and Learning Committee will compile a list of students who are eligible to graduate and table the list at an Academic Board meeting. Upon advice from the Academic Board, the Board of Directors which is authorised to confer awards, will approve the issuing of the testamurs.

Students who have an outstanding debt to the College shall not be permitted to graduate until such debts have been paid.

Students will be advised in writing of their eligibility to graduate. Students will be given an opportunity to nominate whether they will attend a graduation ceremony or graduate in absentia.

Certification

A student who is enrolled in an accredited course of study and has successfully completed all the required subjects is entitled to receive the following documentation upon completion:

- A Testamur
- A Record of Results
- A Graduation Statement

A student who has successfully completed one or more subjects within an accredited course of study but does not meet the requirements of the full qualification is entitled to:

- A Statement of Attainment

Testamurs

To protect authenticity and reduce fraud the following will be included in all issued Testamurs and accompanying Record of Results:

- the legal name of the provider: MHM Higher Education Pty Ltd
- the College's trading name: The Australasian College of Health and Wellness
- the College's ABN: 16 139 036 721
- the College's address and contact details including website
- the graduate's full name in the order of: first name/s followed by the surname
- the qualification title
- date of issue
- the College logo (as corporate identifier)
- the names and signatures of the persons authorised to sign the testamur
- the statement 'The award is recognised within the Australian Qualifications Framework'



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- a unique certificate number
- a unique student number

Record of Results and Statement of Attainment

To protect authenticity and reduce fraud the following will be included in all issued Record of Results and Statements of Attainment:

- the legal name of the College: MHM Higher Education Pty Ltd
- the College's trading name: The Australasian College of Health and Wellness
- the College's ABN: 16 139 036 721
- the College's address and contact details including website
- the student's full name in the order of: first name/s followed the surname
- date of issue
- the College logo (as corporate identifier)
- the names and signatures of the persons authorised to sign the document
- a unique certificate number
- a unique student number
- a list of subjects undertaken including the subject code, the full name of the subject and the study period in which the subject was undertaken
- for a Statement of Attainment: 'A Statement of Attainment is issued when an individual has completed one or more accredited subjects'

Graduation Statement

In alignment with the specifications for Graduation Statements¹ and to protect authenticity and reduce fraud the following will be included in all issued Graduation Statements:

- the Australian Higher Education Graduation Statement logo
- the statement 'The Australian Higher Education Graduation Statement is provided by Australian higher education institutions to graduating students on completion of the requirements for a particular higher education award. It provides a description of the nature, level, context and status of studies that were pursued by the individual named. Its purpose is to assist in both national and international recognition of Australian qualifications and to promote international mobility and professional recognition of graduates'
- the legal name of the College: MHM Higher Education Pty Ltd
- the College's trading name: The Australasian College of Health and Wellness
- the College's ABN: 16 139 036 721
- the College's address and contact details including website
- certification of the statement with the signature of the authorised person with date and capacity (position title)
- the College logo (as corporate identifier)
- the graduate's family name and given name(s)
- student number
- name of the Award
- summary details of the award (which includes admission requirements, normal duration of study, language of instruction and Australian Qualifications Framework level)

¹ <https://www.education.gov.au/australian-higher-education-graduation-statement>



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- brief description (preferably one or two sentences) of the College including provider category, date of founding and legislation of establishment
- information on the College's inclusion on the Tertiary Education Quality and Standard Agency's National Register of Higher Education Providers
- graduate's academic achievements
- relevant information pertaining to subjects
- subject title, the College subject code, credit point value and grade
- the College system for grading subjects

Qualifications Register

In keeping with the principles of best practice and the requirements of the *AQF Qualifications Register Policy*, the College maintains a:

- Register of all qualifications the College is authorised to issue
- Register of all qualifications issued to graduates

The Qualifications Register will include the following:

- The name of the qualification
- Student's full name
- Date of issue
- The certificate or statement number

The Qualifications Register will be kept and maintained by the Registrar.

Similarly, the Registrar will keep a register of all statements issued (Statement of Attainment, Graduation Statement).

Retention of records

Student result records are kept for 30 years after the student ceases to be a student.

Presentation

Awards may be issued:

- In person
- At a graduation ceremony
- In absentia (mail) at the request of the student where the student has indicated in writing
- By personal proxy with written permission from the student and proxy's ID displayed upon collection.

Revocation

The College may revoke or require an award to be returned in the following circumstances:

- Fraud or dishonesty (i.e. where it becomes evident that the award was inappropriately obtained)
- The award has been issued with error
- An award has been presented for a nested qualification prior to the granting of the higher award.



Application for Reissuance

The student will provide in writing the reasons why a replacement version of their award is required. This request must include all relevant details of the original award (full student name, student identification number, and name of the award).

The written request for replacement award documentation must be made as a Statutory Declaration.

The College will reissue the award documentation in the following circumstances:

- When a request is made in writing to the Registrar (or nominated representative); and
- When a replacement fee (AUD\$55.00) is paid; and
- When the original is returned (in cases where the documentation has not been lost or destroyed, such as a change of legal name).

The Registrar will validate the reissuance of replacement award documentation by referring to the Qualifications Register.

The request for replacement will take the same process as used originally; presenting the request to the Teaching and Learning Committee, who accepts the reasoning for reissue and forwards the request to the Academic Board and to the Board of Directors.

This process may be via electronic means, not requiring a full meeting of members.

Students are made aware of their entitlement to a reissued award through the Student Handbook and via the College website.

Procedure

- The Registrar will provide a student completion report to the Associate Dean at completion of the academic year or earlier in regard to a statement of attainment issuance. This report provides an opportunity for teaching staff to finalise assessments or trigger staff to advise the Associate Dean of any variation to a student's enrolment (for example extension of time to complete studies).
- Students who have an outstanding debt to the College shall not be permitted to graduate and receive their award until such debts have been paid.
- Subject lecturers are responsible for ensuring that the outcome for each assessment is entered into the College's secured student records management database: EduPoint.
- The Registrar (or nominated representative) will use EduPoint data to develop an Award Requisition Form.
- The Award Requisition Form is presented to the Teaching and Learning Committee who verifies that academic requirements have been met.
- Teaching and Learning Committee forwards the complete list of graduates to the Academic Board.
- Having agreed on the appropriate graduate listing, the Academic Board will forward this listing of names to the Board of Directors which is authorised to confer awards.
- The Board of Directors will approve the issuing of the award.
- The Registrar (or nominated representative) will generate the relevant award on receipt of the Board of Directors' direction.
- The award will be generated from the College's student records management system, EduPoint.
- A record of the award will be made on the College Qualifications Register and in EduPoint.
- The award original is held for the appropriate graduation ceremony (or securely dispatched to graduation ceremony non-attendees) with a copy of the award documentation placed on the student file.

