
CONFERRAL OF DEGREES AND AWARDS POLICY

1. Purpose

- 1.1 Students who graduate from a higher education course at Ikon Institute of Australia (Ikon) are entitled to receive authorised qualification certification documentation, including a testamur and Australian Higher Education Graduation Statement (AHEGS). Ikon is committed to providing this documentation in a timely manner that protects the integrity and quality of the degree.
- 1.2 This policy establishes the principles and framework for degree issuance and replacement at Ikon. It also outlines the processes by which testamurs, and academic transcripts shall be issued, protected against fraud, and replaced, as necessary.

2. Scope

- 2.1 This policy applies to all Ikon students and staff.

3. Related Documents

This policy should be read in conjunction with the following documents:

- Records Management Policy
- Privacy Policy
- Delegations of Authority Policy
- Governance Guidelines
- Student Conduct Policy

This policy and related documents can be accessed in the [Policy and Procedures](#) section on the Ikon website, and the student and/or staff policy libraries.

4. Definitions

“Academic Transcript” means the official statement that provides a certified record of a student’s full enrolment at Ikon including all subjects attempted and the results they attained in that subject.

“Australian Higher Education Graduation Statement (AHEGS)” means the official statement *which* provides information on a student's higher education qualification, the institution at which the qualification was obtained and the Australian higher education system in a single document.

“Australian Qualifications Framework (AQF)” means the national guidelines that regulate Australian post-compulsory education and training qualifications. The framework identifies learning outcomes for each AQF level and qualification, policy requirements, educational and economic objectives, governing and monitoring arrangements.

“Award” means the conferral of a qualification to a student and certification of the qualification provided in a testamur.

“Certification documentation” means the set of official documents that confirms that a qualification has been completed and awarded to an individual.

“Fraud” means a dishonest act in which an individual or individuals obtain material benefit by deceptive means.

“**Graduate**” means a student who has been awarded a qualification by Ikon

“**Qualification**” means the result of an accredited complete program of learning that leads to formal certification that a student has achieved learning outcomes as described in the AQF.

“**Testamur**” means the official document of qualification certifying a student’s completion of a course of study at Ikon.

POLICY

5. Principles

- 5.1 The procedures outlined in this policy shall comply with the *Higher Education Standards Framework (Threshold Standards) 2021* and the requirements of the *Australian Qualifications Framework (AQF)*.
- 5.2 All graduates from a course at Ikon are entitled to receive a testamur and AHEGS.
- 5.3 All students that successfully complete one or more subjects within a course at Ikon are entitled to receive an academic transcript.
- 5.4 All of those who receive an academic transcript or testamur from Ikon are entitled to receive replacements in the event that the original is lost, stolen, damaged, or destroyed, or if the student’s name has changed since the original issuance.
- 5.5 All qualification certification documentation that is issued or replaced by Ikon shall uphold the quality and integrity of Ikon degrees by:
 - ensuring the authenticity of all qualification certification documentation issued by Ikon
 - ensuring that all information included in documentation is clear
 - building safeguards into qualification certification documentation to prevent unauthorised reproduction and fraud
 - ensuring that all qualification certification documentation is traceable and authenticable
 - implementing a rigorous document replacement process that enables Ikon to verify the reasons for replacement and oversee version control
 - establishing procedures to handle instances of falsification of documentation.

6. Roles and Responsibilities

- 6.1 Ikon’s Board of Directors is responsible for awarding qualifications on the recommendation of the Academic Board.
- 6.2 The Academic Board is responsible for approving all student results and recommending students who have satisfied the academic requirements of the award in which they are enrolled.
- 6.3 The CEO and the Chair of the Academic Board are authorised to sign testamurs on behalf of the Board of Directors, including the affixing of their digital signatures.
- 6.4 The Registrar is authorised to sign all academic transcripts and the AHEGS on behalf of the Academic Board, including the affixing of their digital signature.

PROCEDURE

7. Testamurs

- 7.1 Testamurs shall be presented to students at Ikon graduation ceremonies.
- 7.2 All testamurs shall clearly state:
- Ikon's logo and full name
 - the graduate's full name
 - the full name of the qualification being awarded including the field or discipline
 - any awards of distinction
 - the date of issue
 - the name, position and signature of individuals who have been authorised by the Board of Directors to issue the testamur
 - the AQF logo or the words "this qualification is recognised within the Australian Qualifications Framework"
 - a testamur identification and authentication number
- 7.3 The original testamur shall be issued free of charge. Replacement copies will incur a nominal administrative fee.
- 7.4 Students with an outstanding debt to Ikon will not receive their testamur.
- 7.5 Students who have a lesser qualification in an Ikon nested course, are required to return that testamur to Ikon such times as they graduate in the higher Ikon qualification from the same nested course.

8. Academic Transcripts

- 8.1 Students that successfully complete one or more subjects within an Ikon course shall be entitled to receive, upon request, an interim academic transcript.
- 8.2 Upon successfully completing the requirements for their course with Ikon, and prior to the conferral of their award, students shall be entitled to receive, a final academic transcript and a Letter of Completion stating that they have met the requirements of course
- 8.3 Academic transcripts shall clearly present:
- the full name of the relevant Ikon course of study
 - the AQF level of the award
 - a record of the full name of all subjects in which the student was enrolled
 - a record of the year in which the student was enrolled in each subject
 - the credit point weighting for the subject
 - a record of all marks and grades achieved in each subject
 - a record of any withdrawals from a subject after the census date
 - a record of any advanced standing from previous formal, informal or non-formal learning that was credited towards the course
 - course commencement date
 - trimesters that subjects were studied
 - an explanation of the grading system used

- 8.4 Academic transcripts shall be issued free of charge.
- 8.5 Students with any outstanding debt to Ikon shall not receive an academic transcript.

9. Australian Higher Education Graduation Statement

- 9.1 Students that successfully complete a course at Ikon shall receive an Australian Higher Education Graduation Statement (AHEGS).
- 9.2 The AHEGS provides a description of the nature, level, context, and status of the studies that were pursued by the student. Its purpose is to assist in both national and international recognition of Australian qualifications and to promote international mobility and professional recognition of graduates.
- 9.3 The AHEGS does not replace the testamur nor academic transcripts that may continue to be made available at various stages during a student's course.
- 9.4 The original AHEGS shall be issued free of charge. Replacement copies may incur a fee.
- 9.5 Students with an outstanding debt to Ikon shall not receive an AHEGS.

10. Issuing of Testamurs and Academic Transcripts

- 10.1 At the end of each trimester, the Teaching and Learning Committee shall finalise the grades and provide a list of the results to the Registrar.
- 10.2 The Registrar shall ensure that the results are updated in the student management system.
- 10.3 The Registrar shall confirm all students that have completed the requirements for a qualification by marking the students as "Completed" in the student management system.
- 10.4 The Enrolment Manager shall check that all financial commitments have been met for each "Completed" student. If the student has not paid all outstanding fees, then the Enrolment Manager shall contact the student to request payment before a recommendation is made to confer an award.
- 10.5 If all of the financial and academic requirements have been met, the Enrolment Manager shall provide the list of Candidates for Award, with supporting documentation, to the Registrar.
- 10.6 The Registrar shall confirm that each student in the list has fulfilled the requirements for their award and forward the list of Candidates for Award to the Academic Board review.
- 10.7 Once the Academic Board is satisfied that the requirements have been fulfilled, the Chair shall recommend the conferral of the awards to the Board of Directors for approval.
- 10.8 Upon the recommendation of Academic Board, the Board of Directors shall then approve the conferral of the awards and the issuing of the authorised qualification documentation.
- 10.9 Upon the formal approval from the Board of Directors, the Registrar shall arrange for the preparation of the testamur and AHEGS.
- 10.10 The Registrar shall ensure that the reference number of each document is recorded in the Parchment Register and in the individual student record.
- 10.11 The Registrar shall forward the testamur to the CEO and the Chair of the Academic Board for signature. Either signatory may also approve the affixing of their digital signature.
- 10.12 Testamurs shall be conferred at the following graduation ceremony. If a graduand is unable to attend the graduation ceremony, the testamur shall be posted to the student's postal address using registered mail.

10.13 The graduand must provide written authorisation if someone other than the student is to collect the testamur or the AHEGS. The authorisation letter shall be kept in the student file.

11. Reissuing of Testamur and AHEGS

- 11.1 Those Ikon graduates that require replacement qualifications documentation, are required to submit a request to Ikon that includes:
- the original documentation, if possible
 - the student's name, award title, and year of issuance of the original documentation
 - the tracking number of the original documentation, if possible
 - an explanation of why the replacement is necessary
 - proof of identity (e.g. original passport, driver's license, birth certificate, proof of age card)
 - in the absence of the original documentation, a statutory declaration stating that the documentation was lost, stolen, or destroyed
 - in the event that a name change is required, documentation clearly stating what name should be on the replacement
- 11.2 Upon request, and the payment of the fee, the Registrar shall organise for the testamur or AHEGS to be printed and shall have the reference number recorded in the Parchment Register.
- 11.3 The Registrar shall forward the testamur to the CEO and the Chair of the Academic Board for signature. Either signatory may also approve the affixing of their digital signature.
- 11.4 The graduate must provide written authorisation if someone other than the student is to collect the testamur from Ikon's office. The authorisation letter shall be kept in the student's file.
- 11.5 The Registrar shall arrange for the graduate to be advised that the testamur is ready for collection or for it to be posted to the student's postal address if requested.
- 11.6 A fee may apply for reissuing a replacement testamur and the amount shall be published on the [Fees](#) webpage on the Ikon website.
- 11.7 Ikon is committed to assessing and responding to all requests for replacement documentation within 14 days of receipt of the application.

12. Anti-Fraud Measures

- 12.1 All qualification certification documentation shall:
- be printed on Ikon-approved stationery
 - have a unique tracking number
 - be printed on anti-fraud paper, with security features to make them difficult to replicate and to enable the originality of the document to be authenticated
 - if a student attaches an original document to a request for replacement, Ikon shall destroy it before issuing a replacement.
- 12.2 Blanks of official certification documentation shall be held in a secure location under the control of the Registrar.
- 12.3 Falsification of Ikon's testamur, academic transcripts, AHEGS, any other Ikon document recording details of a student's academic information and qualification attainment damages the reputation of the Institute, our students, and graduates at national and international levels. Persons who falsify documents covered by this policy will be dealt with under Ikon's *Student*

Conduct Policy and/or may be prosecuted under the applicable Australian Commonwealth, State or Territory Crimes Act.

13. Record Keeping and Confidentiality

- 13.1 Records of that enable testamurs and academic transcripts to be generated shall be maintained indefinitely.

14. Publication

- 14.1 This policy and related documents can be accessed in the [Policy and Procedures](#) section on the Ikon website, and the student and/or staff policy libraries

Policy Information & History

Policy Category	Academic, Quality
Policy ID	QU014A
Approved by	Board of Directors
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Endorsed by	Academic Board
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Government Legislation	Tertiary Education Quality and Standards Agency Act 2011 Higher Education Standards Framework (Threshold Standards) 2021 Higher Education Support Act 2003 National Code 2018
Responsible Officer	Registrar
Sources	The following documents were considered in developing this policy framework: Australian Qualifications Framework Council, AQF Qualifications Issuance Policy January 2013. Australian Qualifications Framework Council, AQF Qualifications Register Policy , January 2013
Benchmarking:	External referencing activities were conducted against comparable providers and best practice using publicly available information from Excelsia College, Avondale University, Australian College of Applied Professions, Kaplan Business School, Australian Institute of Business Intelligence, Alphacrucis College, and Cairnmillar Institute.