

Non-Academic

Issue of Testamur and Record of Results

Version Control and Modification History Table				
Date	Version	Modification	Approval Authority	Approved & Published Date
22/03/2013	1.0	Original submitted	Roger Stevens	22/03/2013
April 2020	2.0	Removed specific qualifications in Parchments section and updated job titles	Natalie Simmons	May 2020

1 POLICY STATEMENT AND PURPOSE

This policy and the related procedures describe ICHM's processes to ensure that students who have attained the standards approved by the College are conferred with an award and receive the appropriate documentation.

2 SCOPE

This Policy applies to all academic qualifications issued by ICHM Pty Ltd.

3 DEFINITIONS

Not applicable.

4 POLICY DETAILS

The following processes apply in ensuring students are conferred with an award and receive the appropriate documentation:

- Determining and conferring an award upon a student who has completed the requirements of an academic program at ICHM.
- Providing student and graduates with an academic transcript, which provides a record of their complete enrolment history, with results for each course of study completed at ICHM.
- Providing a parchment bearing the title of the award conferred, as approved by Academic Board.
- Providing an Australian Higher Education Graduation Statement bearing the title of the award conferred as approved by Academic Board.
- Replacement of a parchment.

Policy

The following overarching principles apply to the conferral of academic awards by ICHM:

- Students' academic achievement will be recognised at an award ceremony.
- Students who are eligible for an award will have the award conferred and a parchment issued either at a ceremony or at a specially convened meeting.
- ICHM will certify the graduate's academic record by providing:
 - a conferral transcript of the complete academic performance of the student in all programs of enrolment
 - a parchment displaying ICHM logo and seal, the legal name of the graduate and the approved title of the graduating award
 - an Australian Higher Education Graduation Statement (AHEGS) containing the title of the graduating award, and the graded results of the program for which the AHEGS is issued.

- Students who are in poor financial standing with ICHM will not be permitted to obtain the relevant documentation or to graduate unless all outstanding fees and all other financial obligations due have been discharged, or satisfactory arrangements for discharge have been made.

Procedures

Ceremonies

- On behalf of the Academic Board, the Chief Executive Officer will schedule dates and venues for the conferral of awards at ceremonies.
- The Principal will present to the Academic Board details of students whose awards will be conferred.
- The date of the ceremony will be the date of conferral.

Eligibility and approval to graduate

- The Administration Team and the Academic Team are responsible to ensure that all academic requirements for completion of an award have been met, in accordance with the schedule of dates specified by the Principal.
- Following approval by the Academic Committee, Administration staff will enter eligibility data into the student record system for all coursework awards.
- The Administration Team will notify students when they are eligible to graduate and invite them to register for graduation.
- Where students seek to terminate their enrolment in their current program and have met the requirements of the Associate Degree, the Academic Committee may recommend the conferral of the alternative award.
- Where it is necessary to change a student's enrolment from one program to another for the purpose of conferring an alternative award, the change must be authorised by the Principal.
- When a program enrolment change is authorised for a student, the Administration Team will process the internal credit for inclusion in the Australian Higher Education Graduation Statement.
- The program title in which an award is conferred is final and not subject to change at any time after conferral, unless an administrative error has occurred.

Conferral of awards at a ceremony

- Students will have their award conferred at the first scheduled ceremony following completion of the award.
- Students who seek to progress through a nested suite of programs will not be required to surrender a previously conferred award when they become eligible for a higher level award.
- Where a student is eligible to receive more than one award at a ceremony, only the highest level of award will be presented.

Ceremony booklets

- The ceremony booklets will include the names of:
 - all graduands who are eligible (at the time of printing) to have an award conferred at that ceremony.
- Ceremony booklets constitute the formal public record for each ceremony.

Parchments

- A parchment is an official document certifying the name of the graduate, the title of the award, and its conferral date. The parchment bears the logo and seal of ICHM and will be signed by the Chief Executive Officer and the Chair of the Academic Board.
- A graduate's name on a parchment will be the student's legal name as recorded by the student when applying to study at ICHM, unless the Principal is satisfied that one of the following exceptions applies:
 - an administrative error has occurred in recording the person's name; or
 - prior to graduating, the person has changed their name as a result of marriage or divorce. This must be evidenced by a Marriage Certificate issued by a Registrar of Births, Deaths and Marriages, or a decree of nullity or dissolution of a marriage issued by a court indicating the current name and/or the previous name of that person; or
 - prior to graduating, the person has changed their name as evidenced by a change of name certificate or deed poll declaration.
- The date on the parchment will be the date of conferral of the award, that is, the date of the graduation ceremony.
- The parchment will be presented to the graduate in person where the award is conferred at a ceremony.
- For an award conferred in absentia, the parchment may be collected from the administration office, posted by registered mail within Australia, or sent by courier to an overseas location at a cost to the graduate.
- The parchment will be posted or sent by courier to the address recorded in the student management system. Where an incorrect address has been provided, the student is liable for additional costs of postage.
- A graduate who collects a parchment from the administration office will be required to show photographic evidence of identity. A third party may collect the parchment on behalf of a graduate. The third party must show photographic evidence of identity as well as written authority from the graduate.

Australian Higher Education Graduation Statement

- Each graduate will receive an Australian Higher Education Graduation Statement, bearing the Australian Higher Education logo, the ICHM logo, the signature of the Principal International College of Hotel Management and College Stamp.
- The Australian Higher Education Graduation Statement will be presented at graduation, or if the graduate is not at the graduation ceremony, mailed or sent by courier to the address recorded in the student management system following conferral of the award.

- An Australian Higher Education Graduation Statement will contain only the courses listed in the program schedule.

Replacement of a parchment

- A graduate may apply for a replacement parchment where the original parchment has been lost, destroyed, stolen or damaged.
- A replacement parchment will be issued with the graduate's name that appeared on the original parchment.
- A replacement parchment will replicate the detail appearing on the original parchment, including the name of the awarding institution, the year of completion or date of conferral as applicable, and the full title of the award.
- A replacement will carry the ICHM seal and will indicate that the parchment is a replacement by inclusion of the words '*Replacement parchment issued ... (date)*'. The replacement parchment will bear the signatures of the authorized signatories at the time of issue of the replacement parchment.
- An application for a replacement parchment must be submitted to the Principal. The application must be accompanied by:
 - the fee determined by the Finance Manager for the administration and delivery costs of the replacement, and
 - in the case of a lost, destroyed or stolen parchment, a statutory declaration signed by a Justice of the Peace (Australia) or by a lawyer (international students), explaining the loss; and
 - in the case of a damaged parchment, an explanation of the damage
- Manager Admissions and Administration is responsible for maintaining a record of replacement parchments.

Transcript of academic record

- An academic transcript is a record of a student's complete enrolment history at ICHM. It includes a list of all courses and results, and details of degrees awarded and prizes achieved.
- A person who has successfully completed the requirements of a program will receive the academic transcript free of charge.
 - When a student has completed the requirements of a program, and is eligible for an award, ICHM will provide the student, without application and free of charge, with one **completion transcript** stating that the student has met the requirements of an award.
 - The completion transcript will be mailed or sent by courier to the address recorded in the student management system.
- Following the conferral of an award the student, without application and free of charge, will be provided with one **conferral transcript**. The conferral transcript will include the date of conferral and details of prizes that have been awarded since the completion transcript was issued to the student.
 - The conferral transcript will be presented at graduation, or if the graduate is not at the graduation ceremony, mailed or sent by courier to the address recorded in the student record system.

- An application for additional copies of academic transcripts must be submitted to the Principal. The application must be accompanied by the appropriate fee, and photographic evidence of identity.

Provision of an academic record to a third party

- ICHM will release a student's academic record in accordance with privacy requirements.
- A student may request ICHM to provide their academic record to another higher education institution free of charge.

5 <OTHER SECTIONS AS RELEVANT – for example links to legislation etc >

Not applicable.

6 RESPONSIBILITIES AND AUTHORITIES

The Principal is the policy owner and changes to this policy must be approved by the Chief Executive Officer.

7 REVIEW

The Principal is responsible for the review of this policy on a 3 yearly basis.

8 ACKNOWLEDGEMENT (if applicable)

Not applicable.

9 APPROVAL

ISSUE OF TESTAMUR AND RECORD OF RESULTS	
Policy Owner	Principal
Version Number	2.0
Approval Authority	Chief Executive Officer
Approval Date	May 2020
Next Review Date	May 2023