

## Course Completion and Award Conferral Policy

### POLICY PURPOSE

To detail UTS College's processes for conferral of students' results and awards when completing a course of study. This includes the protocols for re-issue of Testamurs.

### SCOPE

This policy applies to:

- The conferral of UTS College Graduate Certificates; Undergraduate Certificates; and Diplomas.
- The conferral of course completion certificates for UTS College non-award courses, the UTS Foundation Studies Program delivered on behalf of UTS, UTS College Cambridge International AS and A Levels program, and the UTS College Academic English program.

**DEFINITIONS** are set out at the end of this policy.

### POLICY PRINCIPLES

Principle
<p><b>GENERAL PRINCIPLES</b></p> <p>UTS College confers the following academic statements:</p> <ul style="list-style-type: none"> <li>• Transcript of academic record</li> <li>• Notice of course completion</li> <li>• Testamurs for award courses</li> </ul>
<p><b>ACADEMIC STATEMENTS</b></p> <p>Academic Statements are issued in accordance with the Higher Education Standards and Framework 2021 and the Australian Qualifications Framework (AQF) Qualifications Issuance Policy.</p> <p>Academic statements from UTS College are provided to students using the <b>My eEquals</b> tertiary credentials platform.</p> <p>Academic Statements from UTS College are:</p> <ul style="list-style-type: none"> <li>• Clearly recognisable as issued by UTS College</li> <li>• Distinguishable from other types of statements issued by UTS College</li> <li>• Protected from unauthorised copying or production</li> <li>• Authenticable and traceable through My eEquals and UTS College records.</li> </ul> <p>The student's personal and academic information on academic statements will only be changed where there is an error or to record an official documented change of candidate's name.</p> <p>The UTS College Limited Board may revoke or rescind an awarded qualification if and when it has been determined that the award was obtained through fraudulent, dishonest, or misleading conduct. Individuals who falsify academic records may be prosecuted.</p>

<p><b>Testamur Requirements</b></p> <p>The testamur will correctly include the following information:</p> <ul style="list-style-type: none"> <li>• The issuing organisation</li> <li>• The graduate who is entitled to receive the AQF qualification</li> <li>• Awarded AQF qualification by its full title</li> <li>• Date of issue/award/conferral</li> <li>• Person(s) in the organisation authorised to issue the documentation</li> </ul> <p>Authenticity of the document.</p>
<p><b>Notices of Course Completions</b></p> <p>These certificates will correctly include the following information:</p> <ul style="list-style-type: none"> <li>• The issuing organisation</li> <li>• The student who has completed the course and is entitled to receive certification of that</li> <li>• The non-award course name</li> <li>• Date of issue</li> <li>• Person(s) in the organisation authorised to issue the documentation</li> </ul> <p>Authenticity of the document.</p>
<p><b>Transcript Requirements</b></p> <p>The transcript will correctly include the following information:</p> <ul style="list-style-type: none"> <li>• The full name of all courses and subjects undertaken and when they were undertaken and completed</li> <li>• Credit granted through recognition of prior learning</li> <li>• The weighting of subjects within courses of study</li> <li>• The grades and/or marks awarded for each subject undertaken and, if applicable, for the course overall</li> </ul> <p>Where grades are issued, an explanation of the grading system used.</p>
<p><b>Document Replacement</b></p> <p>A student can apply to the Student Centre for a replacement testamur (fees apply) under the following circumstances:</p> <ul style="list-style-type: none"> <li>• In case of UTS College error – a new document will be issued without charge</li> <li>• If the original has been lost, stolen or damaged</li> </ul> <p>After registering a formal name change with UTS College</p>
<p><b>Revocation or Rescission</b></p> <p>The UTS College Limited Board may rescind or revoke an awarded qualification if it is determined:</p> <ul style="list-style-type: none"> <li>• The qualification was obtained through fraudulent, dishonest, or misleading conduct</li> <li>• Where the qualification was awarded in error and the student was not eligible for the qualification</li> </ul> <p>If UTS College receives information that reasonable grounds exist to revoke an awarded qualification, a report will be made to the UTS College Limited Board following an investigation by UTS College. The UTS College Limited Board determines if the qualification is to be revoked.</p> <p>The effect of a revocation decision is the granting of the qualification is rescinded and the person to whom the qualification was awarded no longer has or holds it.</p> <p>Notice of revocation must be made within 14 days of the decision to revoke.</p>
<p><b>Responsibility</b></p>

The testamur is the certificate issued by UTS College Limited Board to confirm that a student has completed the requirements for the award.

The UTS College Limited Board has the authority to rescind or revoke an awarded qualification on behalf of the UTS College Limited Board.

The UTS College Limited Board authorises the Chair of the Academic Board to approve the conferral of awards.

The UTS College Board authorises the Chief Executive Officer to sign the awards.

The UTS College Limited Board is responsible for ensuring quality controls are in place for the conferral of legitimate qualifications.

### Appeals

Any student dissatisfied with a decision because of the Conferral policy may lodge an appeal as per the UTS College Student Complaints and Appeals Policy.

### Legislation and Standards

Higher Education Support Act (2003)

Higher Education Standards Framework (Threshold Standards) 2021 Domain 1.5 Qualifications and Certification

Australian Qualification Framework (AQF) Qualifications Issuance Policy

## DEFINITIONS

Australian Qualifications Framework (AQF)	The Australian Government's policy for regulated qualifications in the Australian education and training system.
Award	A diploma, undergraduate or graduate certificate or other qualification awarded upon successful completion of an accredited course.
Completed	The subject status that indicates a student has attempted and received a grade for a subject.
Course (of study)	A number of subjects extending over a period of time leading to an award, qualification on completion of a recognised program of studies.
Higher Education Standards Framework 2021	A legislative instrument that sets out the minimum acceptable standards that UTS College 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 UTS College Academic Board to officially cancel an award previously conferred.
Testamur	An official certificate issued by UTS College Limited Board certifying that a qualification has been awarded to an individual.
Transcript of academic record	An official certificate of a student's academic record at UTS College.
UTS College	UTS College Limited and its controlled entities.

## SUPPORTING DOCUMENTS

- Course Completion and Award Conferral Procedure.

## ADMIN USE ONLY

APPROVAL		
Position title:	<b>Chair of the Academic Board</b>	Date: 16 May 2024
Policy Title	Course Completion and Award Conferral Policy	
Executive	Dean of Studies	
Manager	Chair, Academic Standards Committee	
Policy ID	PO/EDUC/10/24	
Effective Date	16 May 2024	
<b>Approved by</b>	<b>Academic Board</b>	<b>Date 16 May 2024</b>

## VERSION HISTORY

No.	Author	Description of change/purpose	Date
1.0	David Montgomery	New Policy	8/08/2023
2.0	Justin Chu	The policy has been updated to: <ul style="list-style-type: none"> <li>- replace the Insearch Limited by UTS College.</li> <li>- include the UTS Cambridge International AS and A levels program.</li> <li>- replace the Managing Director with Chief Executive Officer.</li> </ul>	28/03/2024