



Issuing of Qualifications and Certification Policy

Policy Area: Governance

Approval: Chairperson, Board of Directors

Signature: *M J Smith* Date: 11/8/2021

1. PURPOSE AND SCOPE

This policy contains an outline of the instances where Sheridan issues testamurs, graduation statements, transcripts and records of study to eligible students. The mechanisms whereby Sheridan can verify the authenticity of official academic documentation are also outlined within the policy.

2. RESPONSIBILITY AND ACCOUNTABILITY

Initial approval of policy and later amendments:	Board of Directors
Amendment of procedures consistent with the policy:	Principal
Distribution of policy:	Principal
Implementation of policy:	Principal, Registrar, Board of Directors
Monitoring and compliance of policy:	Academic Council, Principal, Registrar
Evaluation and recommendations for amendments:	Academic Council, Principal, Registrar

3. DEFINITIONS

- A **testamur** is the official certification of a student's completion of a degree.
- A **graduation statement** is the official listing of the units of study taken within a completed course and grades earned by a student throughout a Sheridan course. Sheridan graduation statements are licensed by Australian Higher Education Graduation Statements (AHEGS).
- A **transcript** is the official listing of the units of study taken within a course and grades earned by a student throughout a Sheridan course.
- A **record of study** is the non-official listing of the units of study taken within a course and grades earned by a student throughout a Sheridan course.

All certification documentation issued by Sheridan will be readily distinguishable from other certification documents issued by Sheridan.

4. TESTAMURS AND GRADUATION STATEMENTS

4.1 Required content for testamurs and graduation statements

All testamurs and graduation statements issued by Sheridan will be compliant with the Higher Education Threshold Standards 2015, and correctly state:

- The name of the college
- The full name of the person to whom the documentation applies
- The date of issue
- The name and office of the Registrar

- Either the logo of the Australian Qualifications Framework or the words “This qualification is recognised within the Australian Qualifications Framework.”

4.2 Additional required content for testamurs

In addition to the information listed in 4.1, testamurs will include:

- The full title of the qualification awarded, including the field or discipline of study.
- Any subsidiary component of the qualification (such as integrated honours, an area of specialisation or a major study).
- If any parts of the course or study or assessment leading to the qualification were conducted in a language other than English except for the use of another language to develop proficiency in that language.

4.3 Additional required content for graduation statements

In addition the information listed in 4.1, graduation statements will include:

- The full name of all courses and units of study undertaken and when they were undertaken and completed.
- Credit granted through recognition of prior learning.
- The weighting of units within courses of study.
- The grades and/or marks awarded for each unit of study undertaken and, if applicable, for the course overall.
- An explanation of the grading system used.
- The qualification awarded, including the field or discipline of study.
- Where a course of study includes a significant particular focus of study such as honours, an area of specialisation or a major study, a definition of that component of significant focus.
- If any parts of the course or study or assessment leading to the qualification were conducted in a language other than English except for the use of another language to develop proficiency in that language.
- All additional content required to conform with the AHEGS licence.

4.4 Issuing of testamurs and graduation statements

Testamurs and graduation statements are issued in line with Sheridan’s *Graduation Policy*. All Sheridan certificates are presented at Graduation ceremonies and registers of conferred awards are held by the Registrar’s office.

All students who are eligible to graduate are approved by the Academic Council and presented to the Board of Directors. After ratification by the Board of Directors, testamurs and graduation statements are printed and signed by the responsible officers alongside the official seal of Sheridan.

4.5 Verification mechanism

All testamurs and graduation statements issued by Sheridan will be:

- a. Appropriately signed and sealed with Sheridan’s seal.
- b. Printed on secure paper.
- c. Traceable and authenticable via a unique identifier and a protected register of documents managed by the Registrar.

Any testamur or graduation statement not meeting this requirements will not be treated as authentic. Any questions as to the authenticity of issued transcripts may be referred to the Registrar.

4.6 Replacement of testamurs and graduation statements

Testamurs and graduation statements may only be reissued by the Registrar. Graduates may request a replacement in writing outlining the reasons as to how the original testamur was lost

or misplaced. The Registrar must verify the identity of the graduate making the request. Testamurs are only reissued in extenuating circumstances and fees may apply.

5. TRANSCRIPTS AND RECORDS OF STUDY

5.1 Transcripts

Transcripts are an official record of units of study undertaken by a student in a Sheridan course. Transcripts are issued by the Registrar's office upon request by students via the Request for Official Transcript or Record of Studies form.

Any transcript issued by the Registrar is printed on secure paper and appropriately signed by the Registrar. Any transcript not printed on secure paper or not bearing the Registrar's signature will not be treated as authentic. Any questions as to the authenticity of issued transcripts may be referred to the Registrar.

5.2 Record of studies

Records of Studies are the non-official record of units of study undertaken by a student in a Sheridan course. Records of Studies are issued by the Registrar's office only upon request and at cost.

Records of Studies may also be printed by students from their Sheridan Student Management System. They may e-mail to themselves as a PDF files and can print them at their discretion. Any student may access their records of study after grades have been finalised through the Sheridan moderation process.

5.3 Disputing grades on transcripts or records of study

Students who disagree with any grades issued on their transcript or record of studies may appeal via the *Student Grievance Policy*.

6. HONORARY QUALIFICATIONS

Any documentation issued with the award of an honorary qualification will unambiguously identify the qualification as an honorary qualification.

7. APPENDIX: DOCUMENT HISTORY AND VERSION CONTROL RECORD

Document Title:	Issuing of Qualifications and Certification Policy
Source Documents:	<i>Adapted with permission from:</i> Wesley Institute Issuing of Testamurs and Records of Study Policy and Procedures (PO-STU-19)
Associated Internal Documents:	Graduation Policy Student Grievance Policy
Associated External Documents	Methods of Document Recognition and Authentication – World Education Service (2002)
Authorised Officer:	Chairperson, Board of Directors
Approved by:	Mr Michael Smith
Date of Approval:	11 Aug 2021
Next Review Before:	Aug 2024

Version Number	Version Date	Authorised Officer	Amendment Details
0.01	29 Jan 2013	N/A	Draft prepared for Sheridan College Board of Directors
1.00	02 Mar 2013	Chairperson, Board of Directors	Submitted to TEQSA for Sheridan College HEP registration: Attachment 6.3m Issuing of Testamurs and Transcripts Policy
1.01	16 Dec 2014	Chairperson, Board of Directors	Change to version control box
1.02	21 April 2017	Chairperson, Board of Directors	Addition of 4.3 Certification Documentation Detail to ensure full compliance with Threshold Standards
2.00	18 Mar 2020	Chairperson, Board of Directors	Updated to include addition of AHEGS, specific reference to Higher Education Standards Framework, and new delegations. Policy renamed Issuing of Qualifications and Certification Policy
3.00	11 Aug 2021	Chairperson, Board of Directors	Updated logo