



IHM[®]
Institute of Health and Management

Issue of Testamur Policy and Procedure

Purpose

This document sets out the principles and procedures governing the issue and reissue of the official testamur and related documents.

Scope

This policy applies to the testamur and documentation issued to students upon completion of a higher education course of study by IHM under the delegation of the accrediting authority. It does not apply to certificates of participation or other such documents.

Responsibility

The Academic Board has the final authority over the issuance of testamurs. Management of the issuing of testamurs is the responsibility of the Director of Studies.

Principle

Integrity of the testamur: The testamur embodies the academic rigour of IHM courses, which is essential to maintaining a sound reputation as an education provider among potential employers of our graduates, potential students and other stakeholders. Protecting the security and integrity of the testamur is therefore an important aspect of reputation stewardship for the institute.

Procedures

Issue of Testamur to Graduating Students

When issuing a testamur to students who have completed a course of study, the following procedure will apply:

1. The student applies to graduate, submitting an 'application for an award' form;
2. The Course Coordinator views the application, checks the records regarding the student's results and credit points and commends the application to the Academic Board
3. The student Administration and Registration Manager verifies that the conditions for issuing the award have been met.

An award will be issued based upon fulfilment of the following conditions:

- All academic requirements of the award have been fulfilled and grades have been approved by the relevant governing bodies
 - All outstanding fees have been paid, including fees for an upcoming semester if the student is continuing their studies.
4. The Academic Board deliberates upon the evidence and endorses the application;
 5. The Student administration and registration manager completes the relevant certificate issuance checklist in the student management system.
 6. The Quality Assurance team conducts final quality assurance checks and updates the Certificate Issuance Checklist in Student Management System.
 7. The Academic Board ratifies the application and releases the testamur, placing on it the common seal of Institute of Health & Management Pty Ltd.
 8. The Chief Executive Officer and Director of Studies signs the testamur;

9. The testamur is delivered to the student either;
 - At an official graduation ceremony or;
 - By registered post, if the student has elected to graduate in absentia.
10. The testamur is issued within 30 business days from the date of application is approved.

Issue of a Replacement Testamur

A replacement testamur will be issued, at a graduate's expense, if a student's testamur is lost, stolen or damaged:

1. The graduate applies for a replacement testamur, submitting an 'Request for Replacement Testamur' form and proof that their previous testamur has been lost, stolen or damaged.
2. The Student Administration and Registration Services Manager receives the application, verifies that evidence has been provided and has the application and evidence added to the student's file. The Student Profile is checked to ensure there is a record of the previous testamur being issued
3. The graduate pays any applicable charges and;
4. The Director of Studies releases the testamur placing on it the common seal of Institute of Health and Management Pty Ltd and a Re-Issue seal.
5. The Chief Executive Officer and Director of Studies signs the testamur;
6. A replacement testamur is issued either by registered post to the address indicated on the request form or collect from the campus.

Issue of testamur for a lower qualification in a nested course for continuing students

When issuing a testamur to students who have completed a lower qualification in a nested course, the following procedure will apply:

1. The student applies to testamur, submitting an 'application for an award' form.
2. Student pays an administration fee.
3. The Course Coordinator views the application, checks the records regarding the student's results and credit points and commends the application to the Academic Board;
4. The student Administration and Registration Manager verifies that the conditions for issuing the award have been met.
5. An award will be issued based upon fulfilment of the following conditions:
 - All academic requirements of the award have been fulfilled and grades have been approved by the relevant governing bodies
 - All outstanding fees have been paid, including fees for an upcoming semester if the student is continuing their studies.
6. The Academic Board deliberates upon the evidence and endorses the application;
7. The Student administration and registration manager completes the relevant certificate issuance checklist in the student management system.
8. The Quality Assurance team conducts final quality assurance checks and updates the Certificate Issuance Checklist in Student Management System.
9. The Academic Board ratifies the application and releases the testamur, placing on it the common seal of Institute of Health & Management Pty Ltd.

10. The Chief Executive Officer and Director of Studies signs the testamur;
11. The testamur is delivered to the student either;
 - At an official graduation ceremony or;
 - By registered post, if the student has elected to graduate in absentia.
12. The testamur is issued within 30 business days from the date of application is approved.

Supplementary Information

Related policies/procedures: Not applicable

Benchmarking: Not applicable

Related documents:

- Application for an award
- Replacement Documentation Request Form