



## CONFERRAL AND ISSUANCE POLICY

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<b>First Approved by:</b>	University Council		
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<b>Supporting documents, procedures &amp; forms:</b>	<a href="#">Coursework Rules</a> <a href="#">Course Handbook</a> <a href="#">Course Design Procedures</a> <a href="#">Joint and Dual Awards Policy</a> <a href="#">Honorary Awards Committee Procedure</a> <a href="#">Offshore Course Handbook</a> <a href="#">Student Conduct Rules</a> UOW Schedule of Qualifications <a href="#">Delegations of Authority Policy</a>		
<b>Relevant Legislation &amp; External Documents:</b>	<a href="#">Australian Qualifications Framework</a> <a href="#">Crimes Act 1900 (NSW)</a> <a href="#">Higher Education Standards Framework</a>		
<b>Audience:</b>	Public		

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## 1 Purpose of Policy

1. The University of Wollongong (UOW) issues several types of official documents that constitute the academic records of individual students. This purpose of this Policy is to:
  - a. provide instructions on the qualification, conferral and issuance standards for UOW; and
  - b. ensure that the production and issue of official documentation is compliant with both UOW and Australian Qualifications Framework (AQF) requirements.

## 2 Definitions

Word/Term	Definition (with examples if required)
Award	a course recognised by AQF and approved by the delegated authority as an award or degree offered at the University of Wollongong.
Course	A program of study offered by the University leading to an AQF qualification, or a non-award course.
Conferral	the act of officially granting a course
Joint Award (may also be referred to as a Jointly Conferred Award)	A Joint Award is the award of a single qualification, which is jointly conferred by UOW, and one or more other higher education providers. Joint Awards, as defined by TEQSA, require close cooperation in curriculum development, design, organisation, course delivery, and assessment of learning outcomes as well as requirements necessary for awarding the qualification.
Non- award	a course or unit of study that is not recognised under the Australian Quality Framework (AQF)
Official Documents	the testamur, academic transcript, and Australian Higher Education Graduation Statement (AHEGS), as issued by UOW, in digital or hardcopy format

## 3 Application & Scope

1. This Policy operates in conjunction with the Coursework Rules.
2. This Policy applies to:
  - a. All UOW approved courses and amendments to existing courses.
  - b. All UOWD graduates seeking to exchange (trade) their UOWD testamur for a UOW testamur.
3. This policy does not apply to:
  - a. UOWD award courses and qualifications;
  - b. UOW College courses and qualifications;
  - c. Honorary awards.
4. The provisions in this policy relating to jointly badged courses do not apply to:



- a. twinning, articulation or credit transfer agreements between UOW and overseas partner institutions, that are regulated by the Credit for Prior Learning Policy; or
- b. joint doctoral degrees undertaken under a Cotutelle Agreement, that are regulated by the Joint Doctor of Philosophy Agreement Policy.

## 4 Policy Principles

### Australian Qualifications Framework (AQF)

1. UOW is compliant with the AQF and its Qualifications Issuance Policy, which sets down standards for formal academic records issued by education providers. The AQF is a reference point for interpretation of the Higher Education Standards Framework with the Tertiary Education Quality Standards Agency (TEQSA).

### Security and authenticity

2. UOW is committed to ensuring the accuracy and authenticity of all UOW Official Documents that record details of students' academic information, in the interests of UOW, its students and graduates. This objective is reinforced by the AQF Issuances Policy, which states that Official Documents issued by a University will be: distinguishable, traceable, authenticable and designed to prevent unauthorised and/or fraudulent reproduction.
3. Falsification of the UOW Official Documents, including but not limited to the testamur, academic transcript and AHEG Statement damages the reputation of UOW, and its students and graduates at national and international levels. Students alleged to have falsified Official Documents, will be dealt with under the Student Conduct Rules. Persons who falsify documents covered by this policy may be prosecuted under the Crimes Act 1900 (NSW).

### Equivalence

4. Courses approved as tradeable are listed in the [Offshore Course Handbook](#). The Coursework Rules set out provisions relating to the approval for an individual student to vary course requirements.

## 5 Conferral of UOW Qualifications for Award Courses

1. A UOW award may be conferred upon a student who meets the following requirements:
  - a. the student has met the requirements for the course within the stipulated timeframes, taking into account any course variances approved in accordance with clause 4.4 above;
  - b. the student is not indebted to the University;
  - c. the student has applied for conferral in the method specified by UOW;
  - d. the application for conferral is received within ten (10) years of completing course requirements;
  - e. the student is not enrolled in the same course for future sessions; and
  - f. any student conduct matters relating to the student have been resolved in accordance with the Student Conduct Rules.
2. The conferral of the award will take place at the next scheduled conferral period for that student.



3. It is the responsibility of the student to reapply for conferral at a later conferral period if an application is unsuccessful.
4. Posthumous awards will be conferred in accordance with the Coursework Rules.

## 6 Revocation of UOW Qualifications for Award Courses

1. The Council may revoke a qualification in accordance with the University of Wollongong Council By-Law 2005.
2. A course will be recommended for revocation by the Council in circumstances where:
  - a. the course was inappropriately conferred, in that it is proven through investigation, in light of information not known at the time of conferral, that the student did not meet the requirements of the course as they had engaged in academic misconduct as a result of which, had it been detected, would have prevented the student from meeting the course requirements; or,
  - b. the course was conferred in error.
3. Erroneous conferral of an award may result from actions by UOW officers which result in:
  - a. conferral of an award when the conditions specified in section five had not been met; or
  - b. conferral of a qualification award for a particular course when the student had satisfied the requirements of a different course, as defined by course code.
4. All hardcopy Official Documents issued to the student pertaining to the revoked award must be surrendered, in person or by registered mail to UOW within five (5) working days of receiving notice of the revocation. Digitally issued Official Documents will be digitally revoked by UOW within five (5) working days of the student receiving notice of the revocation.
5. An administrative error, by a UOW Officer, during the conferral process, which changes only the characteristics of an award, for example the addition or omission of “with Distinction” or “Honours” but does not change the course code, will not result in recommendation for revocation of the award. Instead, the student’s records will be amended, in accordance with the Delegations of Authority Policy, to reflect the correct characteristics of the award. In these instances:-
  - 5.1. Originally issued hardcopy Official Documents must be surrendered, either by post or in person, by the student within five (5) working days of receiving notice of the correction.
  - 5.2. Digitally issued Official Documents will be revoked by UOW within five (5) working days of the student receiving notification of the correction.
  - 5.3. Corrected hardcopy or digital documents will be issued within three (3) weeks.

## 7 Official Documents

1. Official Documents consist of:
  - a. an academic transcript, which must record the official course name, major study, minor study, and awards with Distinction and/or with Honours, and prizes as relevant to a student’s enrolment record;
  - b. a testamur, which must record the official course name, major study, awards with Distinction and/or Honours as relevant to a student’s conferred course; and



- c. an Australian Higher Education Graduation Statement (AHEGS) containing information pursuant with the Guidelines for the Presentation of Australian Higher Education Graduation Statements.
2. Official Documents may be issued in digital or in hardcopy format at the discretion of UOW.
3. The award name will be recorded on all Official Documents relating to courses and course requirements using the award name format as listed in the Course Design Procedures and the UOW Schedule of Qualifications as listed in the Coursework Rules.
4. Abbreviations of course names and fields of study are recorded in COSMOS, the Course Handbook and the Course Database and are used by graduates as the post-nominal representation of their course qualification.
5. Copies of Official Documents, or the online Enrolment Record, do not constitute Official Documents, and should not be presented or accepted as such.
6. All hardcopy documents will contain the following minimum security features in the paper stock:
  - a. Academic Transcript:
    - i. a UOW watermark;
    - ii. two lines of microprint;
    - iii. a UOW hologram; and
    - iv. a security serial number unique to each document issued.
  - b. Testamur:
    - i. an embossed UOW seal that is gold in colour.
  - c. AHEG Statement:
    - i. a watermark;
    - ii. two lines of microprint; and
    - iii. a security serial number unique to each document issued.
7. All digital documents will contain the following minimum security features in the digital stock:
  - a. Academic Transcript:
    - i. a watermark of the UOW crest; and
    - ii. a modified security statement
  - b. Testamur:
    - i. A digitally produced UOW seal that is gold in colour; and
    - ii. a modified security statement
  - c. AHEG Statement:
    - i. a watermark of the UOW crest; and
    - ii. a modified security statement.



## Supply of Documents

8. Official Documents, which have been conferred upon a student, in accordance with the Delegations of Authority Policy, are produced and issued under the authority of the Director, SASD.
9. Testamurs will not be issued for awards that do not align with a qualification that is AQF compliant.
10. Official Documents or related information may be provided to external organisations (for example professional accreditation bodies) in accordance with the UOW Privacy Policy, where the student has provided written consent for the University to do so.
11. Official Documents or related information may be provided under specific legislation or to other law enforcement agencies under subpoena, police search warrant or other official request.
12. Students whose qualifications have been conferred are entitled to receive a testamur, transcript and an AHEG Statement. Students who have attempted one or more subjects that may or may not lead to the award of a qualification are entitled to receive an academic transcript.
13. One testamur, one academic transcript and one AHEG Statement will be provided free of charge to students upon conferral of an award.
14. The Student and Accommodation Services Division will issue academic transcripts to students, previous students and graduates on a fee for service basis at any other time, upon receipt of an application.
15. Only one hardcopy testamur and one digital testamur per graduate will exist for a UOW qualification held by a UOW graduate. Graduates are not permitted to hold more than one testamur of each format for any UOW award.
16. Documents will list the name of the student as officially recorded on the UOW Enrolment System. It is the responsibility of the student to ensure all aspects of their recorded name are correct by the date specified before conferral. For the purposes of document issuance, the term 'name' includes spelling, the names provided, the order of appearance of the names provided, the case in which names are typed, special characters required and any other details relating to the student name. Any requests to change the student name that appears on Official Documents should be dealt with as set out in the relevant UOW change of name process. Requests to reissue documents with any changes to the student name will be managed in accordance with section 8 of this policy relating to replacement documents.

## Content and Format

17. Official Documents will be generated using approved UOW formatting, design and stationery, appropriate to the document type.
18. Official Documents are to be generated using only the English (Roman) character set with Standard English punctuation marks.
19. Approval of the content and/or fields of Official Documents is not delegated and is governed by UOW Council.
20. In accordance with the Delegations of Authority Policy, the Vice-Chancellor has authority to approve the format, layout and stationery of Official Documents.



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21. All requests for changes to Official documentation must be directed to the Director, SASD. The Director, SASD is responsible for assuring changes to Official Documents are approved by University Council or by the specified delegated authority.

### **Testamur**

22. Award courses will be displayed on the testamur in the following format ):
  - a. Course Name (including descriptors such as Advanced or Dean's Scholar);
  - b. Award characteristics (e.g. "with Distinction" or "Honours"); and
  - c. Major Study (if applicable).
23. Students who complete a double degree course will receive one testamur for each degree component. Each testamur will detail any awards received for that component, such as with Distinction or Honours.

### **Testamur for Joint Awards**

24. The result of a Joint Award program (as defined in the Joint and Dual Awards Policy) is the award of a single degree, jointly conferred by the partner institutions. The certification documentation may take the form of a single testamur or two (or more) separate testamurs each recognising that the degree was undertaken through a joint program. UOW's preference is to confer a single testamur jointly badged.
25. The degree title that each institution confers will be specified in the joint award agreement. UOW's preference is for the same title to be used by all partner institutions.
26. Approval of the format of the Joint Award testamur is not delegated and must be approved by UOW Council.
27. The testamur and academic transcript (if applicable at the other institution) of each institution will contain a notation as specified in the agreement. An example of the notation is "This degree was undertaken jointly with the (name of institution(s))". The University of Wollongong testamur will include the logo of the partner institution(s) and vice versa.
28. Students undertaking a jointly conferred course will have their award conferred by both institutions. The testamur will only be issued by the 'home' or 'host' institution, with the notations and logos as specified above.
29. Use of the University's name and brand marks will be approved in accordance with the Marketing, Media and Communications Policy and will be placed equally with the partner institution's name and brand (coat of arms, emblem, logo, etc.) on the testamur.
30. The Faculty is responsible for ensuring that testamur issues are resolved with the partner institution in conjunction with finalisation of the joint award agreement.

### **Awards of Honours, Distinction, Examiners' Commendation and Medals**

31. It is permissible to include a merit descriptor on a student's testamur (for example, with Distinction, Class Honours II Division 1 etc.) to reflect the level of achievement of the student in the course.
32. Where Honours has been awarded, the word "Honours" will appear at the end of the Course Name and the class of Honours will be displayed beneath the Course Name, and above any Major(s).



33. Where a course is awarded with distinction, the words “with Distinction” will appear on the testamur, beneath the Course Name, and above any Majors. “With Distinction” will not appear in the official Course Name itself.
34. Where a Higher Degree by Research (HDR) course is awarded with Examiners’ Commendation for Outstanding Thesis, the words “Examiners’ Commendation for Outstanding Thesis” will appear on the testamur beneath the Course Name.
35. Where a University Medal has been awarded, the words “University Medallist in the Faculty of [Faculty]” will appear on the testamur beneath the Course Name, and above any Major(s).

### **Major Studies**

36. Where a Major Study has been completed, the name of any Major(s) will appear beneath the Course Name in the approved font in a smaller font size. Where there are two Majors, they will be joined by the word “and”. The Major(s) will not be included in the Course Name itself.

### **Minor Studies**

37. Minor studies will not appear on the testamur.

### **Advanced Course Programs**

38. For Advanced courses, the word “Advanced” will appear after the Course Name, and before the award of Honours (if applicable), without parentheses or other punctuation and must display as “Bachelor of [Field of Study] Advanced” or “Master of [Field of Study] Advanced”. For example “Master of Computer Science Advanced”, “Bachelor of Science Advanced Honours”

### **Dean’s Scholar and Scholar Programs**

39. Bachelor degrees that are part of a Dean’s Scholar or Scholars Program will have the words “Dean’s Scholar” or “Scholar” (as appropriate) at the end of the Course Name, in parentheses. If Honours is also awarded, it will appear at the end of the Course Name. For example:
  - Bachelor of Commerce (Dean’s Scholar)
  - Bachelor of Engineering (Scholar) Honours
40. While these programs are collectively referred to as “Dean’s Scholars” or “Scholars Program”, the title of each relevant course is “Dean’s Scholar” or “Scholar”, singular.

### **Academic Transcript**

41. Award courses, majors and minors will be displayed on the official academic transcript in the following format:

#### EXAMPLE

- \* Course - Bachelor of Arts
- Major - French
- Major - English Language and Linguistics
- Minor - Media and Cultural Studies
- Minor - International Studies



42. Where a prize or multiple prizes are awarded, the name of the prize(s) will be featured at the end of the transcript and AHEGS.
43. Where Honours is awarded, the Honours Award and Class will be featured at the end of the transcript, after any prizes. The Course Abbreviation will also be appended with (Hons) (if applicable).

EXAMPLE

RACI (Royal Australian Chemical Institute) Student Prize

BSci(Hons)

Faculty of Science Dean's Merit List

BMarineSci(Hons)(Schol)

\* AWARDED WITH HONOURS CLASS I

44. Where a course has been awarded with Distinction, the words “Awarded with Distinction” will be listed at the end of the transcript, after any prizes (if applicable).
45. Where a Higher Degree by Research (HDR) course has received a Thesis Award of Examiners’ Commendation for Outstanding Thesis, the words “Awarded with Examiners’ Commendation for Outstanding Thesis” will be featured at the end of the transcript, after any prizes.
46. The academic transcript for a student who has received a jointly badged degree will also contain notations as specified in the agreement between the University of Wollongong and the partner institution/s. Example: “this degree was undertaken jointly with the (name of institution(s))”
47. Where an approved Study Abroad or Exchange has been completed, it will be noted on the academic transcript in order of the year and session in which it was undertaken, as follows:

EXAMPLE

\* Approved Exchange Studies –

Spring

Uppsala University, SWEDEN

\* End Approved Exchange Studies

48. The subjects that were undertaken during Study Abroad or Exchange are listed as Specified Credit or Unspecified Credit at the end of the transcript for the course, but before any prizes or awards.

### **Australian Higher Education Graduation Statement**

49. The Australian Higher Education Graduation Statement will be prepared in accordance with guidelines issued by the Australian Government for that purpose.

## **8 Replacement of Official Documents**

1. Replacement documents will be issued in accordance with this Policy, and will be compliant with the AQF Qualifications Issuance Policy at the time of reissue. The content, formatting, appearance, stationery and other aspects of reissued Official Documents will be consistent with current approved formatting protocols and as such may differ from the originally issued Official Documents.
2. Replacement testamurs, whether in hardcopy or digital format, will be issued either:



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- a. upon surrender of the originally issued hardcopy testamur; and/or
  - b. upon revocation by UOW of the digital testamur, or
  - c. upon receipt of a statutory declaration stating that the original testamur has been lost or destroyed.
3. A replacement testamur will contain both the initial date of conferral of the course, and the date the testamur was reissued. The initial date of conferral will be noted as the date that the seal was affixed.
  4. Replacement hardcopy documents will have a different security serial number to the serial number of the Official Document that was originally issued.
  5. All official replacement documents will include the name of the graduate at the time of conferral, with the exception of circumstances where the graduate has subsequently submitted documentation to UOW, to notify of a change to their name. (such as original or certified copies of original birth, marriage, divorce or change of name certificates) In such cases all the requirements and provisions for official replacement documents will apply but the official replacement documents will list the new name.
  6. Official replacement documents will be issued by the University on a fee for service basis.
  7. No charge will apply for an official replacement document in circumstances where:
    - a. the hardcopy Official Document is damaged prior to being received by the student; or
    - b. content on the Official Document is incorrect, and the incorrect content is the responsibility of the University to maintain.

## 9 Documents for Completion for Non-Award Courses

1. Official Documents issued on completion of a Non-Award Course will be determined in accordance with the following considerations:
  - a. where the course has no assessment(s), only a letter of completion or a Certificate of Participation should be issued;
  - b. if a course has formal assessment(s) to determine whether a stated minimum standard or level of achievement is met, then on successful completion a Certificate of Achievement or Statement of Attainment should be issued; and
  - c. certificates and statements should:
    - i. contain the University's logo and the heading "The University of Wollongong";
    - ii. include the name of the Unit of the University offering the course,
    - iii. be signed by the delegated authority as set out in the Delegations of Authority Policy and be countersigned by the head of the Unit of the University offering the course,
    - iv. not contain the seal of the University,
    - v. be issued by the non-award course owner,
    - vi. otherwise be in a form and include content approved by the delegated authority.



## 10 Documents Issued in Conjunction with Official Documents

1. Other documentation (such as UOWx Awards, UOWx Records) may be issued in conjunction with Official Documents subject to approval by the relevant Senior Executive as set out in the Delegations of Authority Policy.
2. The quality and content of documents to be issued in conjunction with Official Documents must be consistent, and be approved by the Director, SASD.
3. Approved documentation will be issued by the Student and Accommodation Services Division, subject to the student's eligibility and following approval by the relevant senior executive portfolio owner. .

## 11 Roles & Responsibilities

1. The Student and Accommodation Services Division (SASD) is responsible for the administration of the Conferrals and Issuances Policy, issuance of awards and Official Documents, and administering student systems in accordance with this Policy.
2. The Director, SASD is responsible for upholding the style, format and security of Official Documents.
3. The Senior Manager, Student Service and the Senior Manager, Academic Administration are jointly responsible for monitoring the implementation of this Policy.
4. The Strategic Course Development Committee (SCDC) is responsible for overseeing the development of course proposals.
5. Academic Quality and Standards Division (AQS) is responsible for maintaining, in a manner reasonably accessible by the Student and Accommodation Services Division, a list of course names and associated abbreviations.
6. Owning Faculties and Units are responsible for documentation and issuance relating to non-award courses.

## 12 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	1 July 2017	University Council	The Conferrals and Issuance Policy replaces the Standard on Courses.
2	10 October 2018	Vice-Chancellor	Introduction of digital academic documents. Differentiation between hardcopy and digital Official Documents. Amendment of security features for digital academic documents. Amendment of Student Administration Manager to Senior Manager, Student Service.
3	1 January 2020 (Approved 9 June 2020)	Vice-Chancellor	Consequential amendments to reflect the rescission of General Course Rules replaced by Coursework Rules.



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4	18 December 2020	Chief Operating Officer	Administrative amendments to reflect divisional and faculty realignments.
5	7 September 2022	Vice-Chancellor	Consequential amendments.