



QUALIFICATIONS AND CERTIFICATION POLICY AND SAMPLES

1. Purpose

This Policy sets Lincoln Institute of Higher Education's rules for awarding qualifications and issuing certification documents, including the testamur, the statement of results (academic transcript) and, where used, the Australian Higher Education Graduation Statement (AHEGS). It implements HESF 2021 Standard 1.5 and links to the corporate responsibility for legitimate issuance at HESF 6.2.1h. It also gives effect to the content and security requirements of the AQF Qualifications Issuance Policy and recognises sector guidance on digital certification.

2. Scope

This Policy applies to all LIHE higher education awards and graduates, including research degrees. It applies to certification issued in paper or digital form, to replacement and corrected documents, and to revocation or surrender where required by law or policy. It also applies to graduates taught through approved third-party arrangements, consistent with the Third Party Arrangements Policy and Procedures.

3. Principles

LIHE will confer a qualification only where all approved course requirements have been met, the qualification type and level correspond with the AQF title and level, and records are accurate, secure and accessible. Certification is issued promptly, contains the information required by the AQF policy, and incorporates reasonable measures to reduce fraud, including document authentication features and verification by LIHE on request.

4. Definitions

Testamur is the official certificate confirming conferral of the AQF qualification. Statement of results is the official record of learning and results for the award. AHEGS is an optional supplementary document that describes the award and the context of Australian higher education. Terms in this Policy are interpreted consistently with the AQF Qualifications Issuance Policy and the AHEGS guidance.

5. Governance and responsibilities

The Corporate Governance Board is accountable for legitimate issuance and for the integrity of certification arrangements. The Academic Board recommends awards for conferral and assures alignment of qualification type and level with the AQF. The Registrar is the Responsible Officer for issuance, security features, registers of awards and verification. Only officers authorised in the Delegations and Signature Register may sign or digitally sign certification.

6. Eligibility and conferral

A qualification is conferred when a student has met all academic requirements approved by the Academic Board. The testamur and statement of results are issued to the graduate on or after the conferral date. Graduates are entitled to retain these documents unless a surrender or revocation process applies under this Policy.



7. Certification to be issued

Graduates receive a testamur and a statement of results. Where LIHE uses the AHEGS, it is issued in accordance with the national AHEGS guidance. Students who complete part of an award are entitled to a statement of results; statements of attainment (for accredited units outside a completed AQF award) are issued only where LIHE has approved such arrangements.

8. Required content of the testamur

The testamur must include, at minimum, the LIHE name, the graduate's name, the full title of the AQF qualification, the date of conferral, the signature and title of the authorised officer(s), and a feature that evidences authenticity (for example, a seal, corporate identifier, unique watermark or document ID). It must identify the qualification as an AQF qualification by the approved words or AQF logo as permitted by the AQF policy.

9. Required content of the statement of results

The statement of results must allow authentication and avoid ambiguity. It normally includes the LIHE name and logo, the graduate's name and student ID, the award title and code, the conferral or completion date, all subjects attempted with codes, titles, credit points and results, recognition of prior learning or credit, any exclusions, grading-scale definitions and any approved award notation, together with a unique document ID and a verification note. These elements operationalise the AQF requirement that records contain sufficient information to authenticate and reduce fraudulent use.

10. AHEGS (where used)

When used, the AHEGS follows the national guidelines, including a description of the award, the awarding institution, the graduate's achievements, and a description of the Australian higher education system. The document must be clearly distinguished from the testamur and the statement of results.

11. Titles, postnominals and award classification

Qualification titles and any postnominals are set in LIHE's Award Titles and Postnominals Schedule consistently with AQF naming conventions. The Master of Information Technology (Research) is issued as a Masters Degree (Research) at AQF Level 9; the testamur does not carry a class of award. Postnominal abbreviations are published by LIHE and must be unambiguous and AQF-consistent.

Note: this course comprises a single award, the Master of Information Technology (Research). There is no nested exit award. The Graduate Diploma of Information Technology (Research) referred to in the previous version is removed, as LIHE did not apply for, and will not proceed with, that award.

12. Security and digital certification

Certification may be issued in paper and/or digital form. LIHE applies proportionate security features such as unique document identifiers, secure print stock or watermarks on paper, and cryptographic signatures or secure viewer delivery for digital credentials. LIHE maintains verification processes and confirms award details for legitimate enquiries.

13. Replacement, correction and change of name



LIHE will replace a testamur or statement of results that is lost, stolen, damaged, destroyed, or contains an error. Replacement documents carry the notation "Replacement issued on [date]" and reflect current format standards. Corrected documents are issued where the error was LIHE's, without fee. Name changes require acceptable evidence and result in reissuance consistent with this Policy and recordkeeping rules.

14. Language of instruction notation

Where any part of the award was delivered or assessed in a language other than English, the required note appears on the certification documentation, consistent with the AQF policy.

15. Revocation and surrender

LIHE may revoke an award in cases such as material academic or research misconduct or administrative error. Revocation follows due process under the relevant misconduct or governance policies. On revocation, the graduate must return the testamur and statement of results, and LIHE will update its register and publish a corrected record as necessary. Entitlements to retain certification are otherwise preserved as specified by the AQF policy.

16. Registers, verification and retention

The Registrar maintains a register of all AQF qualifications LIHE is authorised to issue and a register of all qualifications issued to graduates, as required by the AQF policy. Certification records are retained, secured and recoverable in accordance with LIHE's Information Management and Records Governance Policy.

17. Timeframes

Testamurs and statements of results are issued as soon as practicable following conferral. AHEGS (if used) are issued within a reasonable period after conferral. Replacement and correction requests are processed within published service standards.

18. Third-party delivery and joint awards

The Master of Information Technology (Research) is delivered solely by Lincoln Institute of Higher Education. No part of the course — coursework, research training or thesis supervision — is delivered through third-party providers, agents or partner institutions. All teaching, supervision, assessment and student support are conducted and overseen directly by LIHE staff under the authority of the Academic Board. In accordance with HESF Standard 5.4 and the Third Party Arrangements Policy, any future third-party arrangement requires formal approval by the Academic Board and Corporate Governance Board and will be reported to TEQSA as a material change.

Where LIHE delivers with or through another party, or where a joint or dual award is approved, certification arrangements must be set out in the agreement and comply with this Policy and the AQF issuance rules. Branding, signatures and security features are determined by the agreement and approved by the Registrar and Academic Board.

19. Fees

LIHE publishes any fees for replacement or duplicate certification and does not charge where the correction arises from LIHE error.



20. Related LIHE documents

Public Information Policy and Procedures; Information Management and Records Governance Policy; Academic Integrity and Misconduct Policy (coursework); Research Integrity and Misconduct Policy and Procedure; Course Discontinuation and Teach-out Policy and Procedures; Third Party Arrangements Policy and Procedures; Delegations Policy and Procedures.

21. External reference points

HESF 2021 Domain 1.5 overview and commentary; AQF Qualifications Issuance Policy; AHEGS guidance (Australian Government Department of Education).

Appendix A — Testamur sample (text specimen)

LINCOLN INSTITUTE OF HIGHER EDUCATION

Testamur

This certifies that [Full legal name]
has been admitted to the award of

Master of Information Technology (Research)

[AQF Level 9 — Masters Degree (Research)]
on [Conferral date: DD Month YYYY]

Awarded at [City, State, Australia]

Authorised signatories:

[Name], Chair of the Corporate Governance Board

[Name], Registrar

Document ID: [Unique ID]

“The qualification is recognised within the Australian Qualifications Framework.”

[Seal or secure print feature]

Note: No class of award is shown for a Masters (Research). If required by law or agreement, add approved co-branding for a joint award.



Appendix B — Statement of results sample (text specimen)

LINCOLN INSTITUTE OF HIGHER EDUCATION

Statement of Results (Academic Transcript)

Graduate: [Full legal name]

Student ID: [#####]

Award: Master of Information Technology (Research)

Conferral date: [DD Month YYYY]

Course code: [Code]

Document ID: [Unique ID]

Record of results

MITR101	Research Methods and Design	4 cp	[Result]
MITR102	Advanced Research in IT	4 cp	[Result]
MITR103	Research Proposal and Confirmation	4 cp	[Result]
MITR104	Thesis A (milestone)	10 cp	Pass/Fail
MITR105	Thesis B (milestone)	10 cp	Pass/Fail
MITR106	Thesis (examined)	16 cp	[Result]
Total: 48 credit points			

Credit/RPL granted: [Y/N; details and source]

Grading scale: [definitions] WAM/GPA: [if applicable]

Verification

This document includes a unique identifier. LIHE can verify authenticity on request. For digital documents, verification occurs via the secure delivery platform noted in the issue email.

Note: the subjects and credit points above reflect the approved 48-credit-point structure (six core subjects, no electives). MITR104 and MITR105 are ungraded Pass/Fail milestone subjects; MITR106 is the externally examined thesis.



Appendix C — AHEGS sample (where used)

The AHEGS contains: information identifying the graduate, the award and the awarding institution; a record of the graduate's academic achievements; a description of the Australian higher education system; and any approved institutional accreditation notes. Formatting and content follow the Australian Government AHEGS guidelines.

Appendix D — Operational procedures (summary)

Eligibility and conferral

Confirm completion; Academic Board endorsement; conferral recorded; certification queued.

Issuance

Prepare testamur, statement of results and, where used, AHEGS; apply security features; record document ID; release via ceremony, post or digital platform.

Replacement and correction

Verify identity and entitlement; produce replacement marked "Replacement" with current format; cancel prior document ID; update register.

Revocation

Initiate under approved policy; ensure procedural fairness; on determination, update register; request return; notify relevant parties.

Verification

Respond to legitimate verification requests; maintain a public information page explaining verification and replacement processes; protect personal information in line with privacy law.

Appendix E (the exit-award certification sample) is removed in this version. There is no exit award for this course.

Version History		
Version number:	Approved by:	Approval Date:
2.0	Academic Board	28/07/2026

*Policy review date is 3 years from date of approval