



QUALIFICATION ISSUANCE POLICY (NO.1 OF 2026)

Policy Number: SINU/AP/01/2026
Policy Title: Qualification Issuance Policy
Policy Owner: University Registrar
Policy Contact Officer: Coordinator Assessment, Progression & Completion, SAS
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1. PURPOSE

1.1. This Policy sets out the principles and procedures for the contents and issuance of academic documents including Testamurs, transcripts of academic records and statements of attainment. The purpose of this policy is to ensure the integrity of the academic award issuance and record keeping processes that ensures the confidence of students, employers, regulatory authorities, and professional bodies in the integrity and credibility of the University's qualifications.

1.2. This Policy also establishes strict verification, approval, and audit controls to prevent fraud, misrepresentation, and unauthorized issuance of academic credentials.

2. POLICY STATEMENT

2.1. SINU is responsible in ensuring that qualification certification and results documentation are maintained in a safe, secure and traceable manner. This allows the University to control the issuance and re-issuance of academic awards to graduating and graduated students.

2.2. All academic credentials shall only be issued following formal Senate approval and completion of all verification and clearance requirements, including academic, financial, and disciplinary checks.

2.3. All academic documents must be generated, approved, and issued only through authorized University systems and delegated officers approved under this Policy

3. SCOPE

3.1. This policy applies to all students enrolled in an award course at SINU including higher education, technical and vocational education (TVET) and pathway qualifications. It does not apply to Short Courses, Micro-credentials or Micro-Qualifications.

3.2. This Policy applies to all University officers involved in the production, verification, approval, issuance, storage, and reissuance of academic documents.

4. DEFINITIONS

4.1. For this Policy, the following definitions apply:

TERMS:	DEFINITIONS:
<i>Authorized person</i>	<i>Means a nominated individual who is authorised to collect academic award documents on behalf of a graduate, provided that written authorization from the graduate and valid identification are presented.</i>
<i>Award Qualification</i>	<i>Means a tertiary qualification that certifies the satisfactory completion of a tertiary course to which the Solomon Islands Qualification Framework could apply and conforms with the required SIQF naming conventions.</i>
<i>Completion ceremony</i>	<i>Means a special event that celebrate finished studies for international students, often with unique cultural touches, allowing gown photos, guest attendance, and a chance to join alumni networks before returning home. These ceremonies do not include the conferral of an award.</i>
<i>Conferral</i>	<i>Means the act of giving, granting an award to a student after completion of their approved programme requirements and completion of all institutional clearance processes.</i>
<i>Graduand</i>	<i>Means a student who has been certified as having completed all the requirements of an award programme but upon whom Senate has not yet conferred that Award.</i>
<i>Graduate</i>	<i>Means a Student upon whom Senate has conferred an Award.</i>
<i>Graduation</i>	<i>Means a University ceremony at which awards are formally conferred.</i>
<i>In Absentia</i>	<i>Means graduating without attending the ceremony.</i>

<i>Reissue</i>		<i>Means a reprint of the original Testamur and the Transcripts of Academic Records following strict verification, approval, and audit trail confirmation in accordance with this Policy.</i>
<i>Statement of attainment</i>	<i>of</i>	<i>Means a document that may be issued to students who have completed a unit (s) or unit (s) of competency but did not achieve an award qualification.</i>
<i>Student</i>		<i>Means a person enrolled in any programme of study offered at SINU.</i>
<i>Testamur</i>		<i>Means a certificate issued by the Senate of the University to signify that a Student has satisfied the requirements of a specific award qualification programme and has graduated.</i>
<i>Transcript of Academic Record</i>	<i>of</i>	<i>Means the document that provides an accurate statement of the information about the Student's academic activities at the University issued only from the official Student Management System and certified by the University Registrar. This document satisfies the University's responsibilities to the Student and other third parties (including other universities) for adequate and appropriate representation of relevant information about the student's academic activities.</i>
<i>University Seal</i>		<i>Means the official seal of the University that is used on Testamurs.</i>

5. POLICY PRINCIPLES

- 5.1. The University Council oversees the governance framework for the awarding of University qualifications, while Senate is responsible for approving and conferring academic awards in accordance with University Statutes and policies.
- 5.2. Conferral and certification processes will ensure:
 - 5.2.1. Timely processing of student results and completions to minimise any delay in the use of certification to seek employment, register with professional bodies or access further study.
 - 5.2.2. Achievements can be celebrated at a ceremony in the presence of family, friends, and peers.
 - 5.2.3. The authenticity and integrity of award documentation, so that academic standards and the credibility of qualifications are upheld consistent with Solomon Islands Qualification Framework and SINU policies.
 - 5.2.4. Full audit traceability of all issued academic credentials through secure institutional systems.

- 5.3. Students are responsible to ensure that their names are correctly spelt and other personal details in the official records are correct prior to graduating or requesting official documents from the University.
- 5.4. Certification processes will be subjected to cyclical monitoring, internal audits to ensure continuous improvement and compliance with national standards.
- 5.5. Any detected irregularity in issuance processes shall be reported immediately to the University Registrar and Standards and Quality Office for investigation.
- 5.6. A student who has already graduated from an award is not eligible to receive the same award again.

6. POLICY INFORMATION

- 6.1. Students will be deemed eligible to graduate after the completion of the following process to ensure the criteria for graduation are met:
 - 6.1.1. Faculty Academic Board generates a list of eligible students and provides this to Student Academic Services at the designated time.
 - 6.1.2. Student Academic Services confirm the student's eligibility to graduate, ensuring all requirements of the Programme, including enrolment and submitted grades, as approved by Senate, are completed and there are no ongoing disciplinary actions or penalties. This includes verification against official academic records, moderation outcomes, and Senate-approved results.
 - 6.1.3. Finance Services confirm all tuition fees and other financial obligations have been paid and settled.
 - 6.1.4. Standards and Quality Office verify that the student has successfully completed all approved programme requirements.
 - 6.1.5. Students are advised by Student Academic Services that they meet the criteria for graduation and submits a Graduation Application.
- 6.2. The University Registrar prepares a summary list of eligible graduands for Senate approval to confer.

7. Staircased or nested qualifications

- 7.1.1. A separate testamur will be awarded for each completed qualification or exit award.
- 7.1.2. Allowable combinations of awards are as follows:
 - a. Certificate I-IV + Diploma as per Training Package rules.
 - b. Higher education Diploma + Bachelor Degree
 - c. Graduate Certificate + Graduate Diploma + Master Coursework

- d. Postgraduate Certificate + Postgraduate Diploma + Master Coursework
- e. Students do not have to rescind a lower-level award to receive a higher-level award.

8. Conferment of Awards

8.1. Academic awards may be issued to graduates through the following methods:

- 8.1.1. At a formal graduation ceremony: Academic awards are traditionally conferred and presented during an official graduation ceremony.
- 8.1.2. In person outside of a graduation ceremony: Graduate may collect their academic award documents in person from the University at an arranged time.
- 8.1.3. To an Authorized person: A nominated individual may collect the documents on the graduate's behalf provided they present written authorization from the student and valid personal identification.
- 8.1.4. In absentia: Unless prior approval is granted by the University Registrar, Testamurs will not be issued until after the graduation ceremony at which the award would otherwise have been presented.

8.2. Students must nominate their preferred method of conferral by the published deadline.

8.3. Students who have not nominated their preferred method will be automatically conferred in absentia, at the next graduation ceremony.

8.4. Award conferral is public information, and the University will publish graduate information (names only) in the official graduation programme including those graduating in absentia at the designated ceremony.

9. Graduation ceremony

9.1. Graduands who have nominated to have their award conferred at graduation will be invited to attend a ceremony, usually with a minimum of six (6) weeks' notice as noted in the approved Academic Calendar.

9.2. Graduands shall respond to the invitation from the Student Academic Services Office in a prescribed form and by the advertised deadline to either

- 9.2.1. accept the invitation, or
- 9.2.2. decline the invitation.

9.3. Graduands are required to wear academic dress for their graduation ceremony. Gowns must be available to all students to purchase or loan at a cost set to maximize participation of graduands, including options for students with limited financial means. The University may establish financial assistance or loan arrangements to support equitable participation in graduation ceremonies

9.4. Graduands will use University Regalia following the conventions of colour and style for academic dress as determined by the relevant award and Faculty, as overseen by the Senate.

9.5. The official dress of the stage party is determined by the Council.

9.6. Graduands, including international students, are invited to adorn the University academic regalia with appropriate cultural dress and symbols.

10. Completion Ceremony – International Students

10.1. International graduands who are eligible to receive Testamurs but have a requirement due to visa conditions to leave the country prior to an official graduation ceremony, may be invited to participate in a completion ceremony where academic dress is permissible and the completion of studies is celebrated.

10.2. Official Testamurs are not issued at completion ceremonies.

11. Completion Ceremony -Pathway students

11.1. Students completing non-award university preparatory programmes are eligible to receive a certificate of achievement.

11.2. The University may organize a ceremony to recognize the achievements of these students and present the relevant certificate.

12. Acknowledgement for high achieving students

12.1. Student awards are bestowed based on published criteria, for the purposes of recognising and encouraging high academic achievement.

12.2. Each Faculty and SINU TAFE must establish award criteria, including any minimum GPA, endorsed by the relevant Faculty Academic Board and an Award Selection Panel that includes members of the relevant programmes and desirably, industry representation.

12.3. The award winners, selection panel and award criteria are to be forwarded to the PVC A by the published deadline for approval.

12.4. The Vice- Chancellor's award will be bestowed on the highest achieving student in the University as determined by the Pro-Vice Chancellor Academic.

12.5. An annual ceremony will be held to present awarded students with due acknowledgement and recognition.

13. Document types and requirements

13.1. All official documents related to student achievement at SINU must be:

13.1.1. distinguishable.

13.1.2. traceable.

- 13.1.3. authenticable,
- 13.1.4. designed to prevent unauthorised and/or fraudulent reproduction, and
- 13.1.5. digitally and physically verifiable using institutional validation systems where applicable.

13.2. Testamurs.

- 13.2.1. Student Academic Services under the authority of the Senate, will prepare Testamurs.
 - 13.2.2. All Testamurs must be generated from a secured, access-controlled system approved by the University Registrar.
 - 13.2.3. A Testamur is only issued to students who have successfully completed all the requirements of an award under the Solomon Islands Qualification Framework. Any manual alteration or unauthorized printing is strictly prohibited.
 - 13.2.4. The Testamur must include the full title of the qualification awarded, including the approved field or discipline of study, and any approved major or minor specialisation, as required by the Solomon Islands Qualification Framework, including any major or minor study as approved by Senate.
 - 13.2.5. The Testamur must also include
 - a. SINU logo and the full name of the University
 - b. The name of the graduate, which corresponds with same full name that is recorded in the student management system and enrolment.
 - c. The date of the award conferral.
 - d. the University seal
 - e. Authorised person's signature
 - f. Where the Programme is accredited with SITESA, the authorized SITESA seal/stamp.
- 13.3. Each Testamur must contain a unique identifier (serial number) for tracking and verification purposes.
- 13.3.1. The authorized persons whose signatures appear on the Testamur are prescribed by Council as follows:
 - a. The Pro- Chancellor
 - b. The Vice Chancellor
 - 13.3.2. No other person shall sign Testamurs unless formally delegated by Council resolution.
- 13.4. Where a Third Party is involved in the design or delivery of a programme, the Testamur may include the logo of the Third Party however the responsibilities to meet all quality standards remain with SINU as the SITESA registered provider.

14. Transcript of Academic Record

- 14.1. A transcript of academic record is issued to students who have successfully completed the requirements of an award qualification and details the student's complete enrolment record.
- 14.2. Transcripts shall only be issued from the official Student Management System without manual editing. Any approved correction or amendment must be completed through formal records amendment procedures with full audit trail documentation.
- 14.3. The transcript of academic records must include the following:
- a. SINU Logo and University name.
 - b. full name of the graduate corresponding to the full name which is recorded in the student management system on enrolment.
 - c. Student identification number,
 - d. Student date of birth,
 - e. Name of the qualification as required under the Solomon Islands Qualification Framework.
 - f. A record of all the registered units or units of competency attempted and completed at the University, including any failed units and all instances of repeated units undertaken in which year and semester including the unit codes and grades.
 - g. A record of any academic credit for previous formal study or recognized prior learning.
 - h. The language of instruction.
 - i. Date of conferral of the award.
 - j. The Grade Point Average (GPA), where applicable, calculated according to the Grading and Results Policy.
 - k. Any professional registration requirement, including hours of placement.
 - l. The authorized person to sign the academic transcript along with Student Academic Services stamp.
 - m. Whether the programme has been accredited with SITESA and on the National Register or whether the programme is internally approved.
 - n. A table detailing the results notation for ease of interpretation.
- 14.4. Any amendment to academic records must be approved through formal correction procedures prior to transcript generation.
- 14.5. All results recorded on transcripts shall reflect assessments conducted in accordance with the SINU Assessment and Examination Policy that incorporates the SITESA Rules of Evidence, ensuring validity, reliability, fairness, and sufficiency of assessment outcomes.

15. Research Degrees

- 15.1. For research degrees, the transcript of academic record will also include:

- 15.1.1. Key candidature dates including the commencement date, thesis submission date and periods of leave of absence.
- 15.1.2. Study rate (full-time or part-time).
- 15.1.3 Thesis topic.
- 15.1.4 Field(s) of research.
- 15.1.5. Name(s) of supervisors.
- 15.1.5. The authorized person whose signatures appear on the academic transcripts is prescribed by Council as the University Registrar.
- 15.2. Any discrepancies in records must be escalated to the Standards and Quality Office before issuance.

15. Statement of Attainment

- 15.1. A statement of attainment is issued when a student has successfully completed accredited units of study or units of competency which do not amount to a full qualification.
- 15.2. A statement of attainment includes the following information:
 - 15.2.1. SINU Logo and the University name.
 - 15.2.2. Full name of the student corresponding to the full name which is recorded in the student management system on enrolment.
 - 15.2.3. The full title and code of the unit(s) of competency achieved.
 - 15.2.4. The statement: *"A statement of attainment is issued when an individual has completed one or more approved units but has not completed all requirements for the full qualification."*
 - 15.2.5. Student Academic Services stamp.
 - 15.2.6. An authorised signatory, usually the University Registrar.

17. Completion letters

- 17.1. Completion letters are not usually provided to students.
- 17.2. If employers or regulatory authorities request confirmation of completion, the University may issue an official completion letter following confirmation of approved graduation results.

18. Suspension of release for all academic records

- 18.1. The University reserves the right to suspend the release of a Testamur or an academic transcript to a student, graduand or graduates who have an encumbrance against their name for failure to pay a fee, fine or charge and/or return of University property.
- 18.2. All suspensions must be recorded in the Student Information System with reason codes and approval by University Registrar or delegate.
- 18.3. Students may lodge complaints or appeals regarding the issuance, accuracy, or timeliness of academic documents. Appeals shall be submitted to the University Registrar and

reviewed under the SINU Complaints and Appeals Policy. Outcomes will be reported to Senate and documented in the student management system.

18.4. All appeals must be resolved prior to document release unless otherwise directed by Senate or legal authority.

19. Honorary Awards

19.1. SINU may provide for one honorary award annually, the Honorary Doctorate.

19.2. Honorary awards are determined by a clear set of criteria and have associated privileges and do not have to be awarded every year.

19.3. Current members of University Council are not eligible for an award while in office.

19.4. Former members of university staff will not normally be eligible for an award within two (2) years of their retirement from the University.

19.5. Members of the political establishment, including Members of Parliament, will not normally be eligible for an award:

19.5.1. while in office; or

19.5.2. within three (3) years of leaving office.

19.5.3. Visiting and Honorary Academics may be considered for nomination.

19.5.4. Generally, the nominee must be alive at the time of nomination to be considered.

19.5.5. The Testamur provided to any Honorary Award must indicate that the award is not recognised as a qualification type of the SIQF.

20. POSTHUMOUS AWARDS

20.1. The University may posthumously grant an award in the event of the death of a student who was admitted to, or on leave from the relevant programme of study at the time of their death, and who has:

20.1.1. completed all the required study that would entitle the granting of an award.

20.1.2. successfully completed more than 80% of the total requirements of an award in which they were enrolled.

20.1.3. Where the above criteria have not been met, cases will be considered in exceptional circumstances and on a case-by-case basis.

20.1.4. The Senate must approve the posthumous award.

20.2. In all cases the wishes of the deceased student's representatives/family must be respected, and communication conducted with a high degree of discretion and sensitivity. Care must be taken to avoid giving an unreasonable expectation of the outcome of an application for the award of a posthumous degree.

20.3. Applications for the conferral of a posthumous award may be initiated by:

20.3.1. the representatives/family of the deceased student; or

20.3.2. the Faculty or Teaching Area responsible for the course in which the student was enrolled.

21. REVOCATION OF AWARDS

21.1. With approval from the Senate, SINU may revoke a conferred award under circumstances such as:

21.1.1. Discovery of fraud, misrepresentation, or dishonesty in the student's work or in admission (e.g. false documents).

21.1.2. Administrative error that led to conferral when eligibility was not fulfilled.

21.2. Revocation decisions must be supported by documented investigation findings and legal review where necessary.

21.3. Prior to any revocation decision, the affected person must be provided with written notice of the proposed revocation and a reasonable opportunity to respond in accordance with principles of procedural fairness.

21.4. On revocation the former student must return the physical certificates in person or by tracked post at their own cost. Failure to return revoked documents may result in legal enforcement action by the University.

21.5. Student Academic Services will update institutional records to reflect revocation.

21.6. The University Registrar will report the revocation to any professional or regulatory bodies as required.

21.7. The authority of the Senate to revoke awards cannot be delegated.

22. CONTROL OF DISTRIBUTION OF TESTAMURS

22.1. The University Registrar is responsible for printing of a Testamur for presentation upon graduation, as well as the re-issue or replacement of a Testamur upon receiving an application.

22.2. All printing must be done under secure controlled access with audit logging.

22.3. Replacement Testamurs may be issued by SINU under the following circumstances.

22.3.1. If the original Testamur was destroyed in a natural disaster or a human disaster beyond the control of the graduate.

22.3.2. If the original Testamur was stolen in a burglary.

22.3.3. If the original Testamur was mutilated or damaged.

22.3.4. If the original Testamur was lost.

22.4. For any of these grounds to be considered, the applicant is required to submit an original statutory declaration stating clearly the reason for the request of a replacement Testamur.

- 22.5. Where reasons are destruction through natural disasters or theft/burglary, or fire/arson, the declaration must also provide details of the event (for example the date of the flood, reports from authorities on the impact of the flood generally and specifically on the applicant, or a police report for theft).
- 22.6. For Testamurs that are mutilated or damaged, these need to be submitted together with the statutory declaration.
- 22.7. For Testamurs that are considered lost, graduates may be required to provide public notice or other reasonable evidence confirming loss of the Testamur, as determined by the University Registrar.
- 22.8. The University may require additional verification including statutory declaration verification by legal counsel where necessary.
- 22.9. All replacement Testamurs issued by the University in respect of the constituent institutes (for graduates prior to 2012), must state clearly that the certificate is a "Replacement Testamur for the [formerly existing institution]", but shall have the seal of the Solomon Islands National University.
- 22.10. Re-issued or replaced Testamur will not be presented at a formal graduation ceremony.
- 22.11. The name appearing on a replacement Testamur shall be the same name which appeared on the original Testamur.
- 22.12. Name changes on replacement Testamurs may only be permitted where supported by official legal documentation and approved by the University Registrar.
- 22.13. The reissued Testamur shall state the following in the Testamur:
 This is a Replacement of the Testamur *[Insert number..., if numbered....] Issued on.... [insert date] under Solomon Islands National University OR [Insert number..., if numbered] Issued on.... [insert date] under the formerly existing.... [insert name of institution] ...which since [.... insert month.....] 2012 merged to form the University."*
- 22.14. Replacement documents must be clearly watermarked or marked "REPLACEMENT – NOT ORIGINAL".
- 22.15. All Testamurs shall be issued in the name as recorded in SINU's official student record.
- 22.16. If it is established that SINU issued the graduate a Testamur with an incorrect name, then the student would be issued a replacement Testamur.

- 22.17. No replacement Testamur would be issued where student has changed his/her name after graduation.
- 22.18. The Student Academic Services Office shall ensure that an appropriate entry is made in SINU's record book of the issue of replacement and reissued Testamur.
- 22.19. Applicants for replacement Testamur or replacement of transcript of academic records shall fill in the form 'Application for Replacement of Academic Awards'.
- 22.20. An appropriate fee shall be paid for all applications other than those made for correction of incorrect names. SINU shall periodically review the application fee for a replacement Testamur/Transcript of academic records.

23. ARCHIVING RECORDS

- 23.1. The University will maintain accurate records of all awards conferred, including Testamurs issued, transcripts, replacements, official documents and revocations.
- 23.2. Records must be stored in both physical secure archives and approved digital systems with backup redundancy.
- 23.3. Such records will be subject to regular audit and must contain sufficient information to identify:
- 23.3.1. the holder of the qualification
 - 23.3.2. SIQF qualification by its full title; and
 - 23.3.3. date of issue/award/conferral.
- 23.4. The University will ensure retention periods, secure storage and accuracy of record keeping complies with regulatory requirements and applicable legislative requirements.
- 23.5.** Audit logs of all issuances, reissuance, and revocation actions must be retained for inspection.

24. ACCOUNTABILITIES – ROLES AND RESPONSIBILITIES

- 24.1. The following roles and responsibilities are core to ensuring compliance with this Policy.
- 24.1.1. Council –
 - a. Approving the signatories of Testamurs.
 - b. Ultimate authority over policy compliance enforcement.
 - 24.1.2. Senate
 - a. Approving the list of graduands and for conferring all degrees and qualifications awarded by SINU based on recommendations provided by the Academic Board.
 - b. Approving the revocation of an award.
 - 24.1.3. Pro Vice Chancellor (Academic)

- a. Ensure Issuance and re-issuance of academic awards complies with policy and legislative requirements.

24.1.4. University Registrar

- a. The production, issuance, retention and reporting of Testamurs in accordance with this Policy.
- b. Monitoring the issuing and reissuing of the academic awards, including Testamurs, Transcript of academic records and statements of attainment
- c. Responding to qualification verification requests related to SINU.
- d. Maintain a secure register of all issued academic credentials for audit and verification purposes.
- e. Organising graduation ceremonies.
- f. Oversee the implementation and ongoing management of this policy.

24.1.5. Student Academic Services

- a. Direct communication with students including providing information about issuance of Testamurs and transcript of academic records.
- b. Coordinate the processing of all students' applications to ensure that they are reviewed in a timely manner and in accordance with conferring of awards.
- c. Provide regular reports on Issuance and reissuance of academic awards.

24.1.6. Standards and Quality Office

- a. Conducting quality assurance checks, review and monitoring of this policy.
- b. Ensure that any updates and revisions to processes or procedures meet the SITESA Quality Standards Framework and SIQF.
- c. Conduct random audits of issued Testamurs and transcripts at least annually.

24.1.7. Faculty Deans/Head of Schools/Head of Departments

- a. Monitoring student progression to ensure satisfactory progress towards the completion of academic requirements.
- b. Ensure timely and accurate certification of programme completion requirements prior to submission to Senate.
- c. Verifying completion of programme requirements and reporting this to the Senate.

24.1.8. Faculty Academic Board

- a. Reviewing and endorsing the list of students who have met programme completion requirements and for making formal recommendations to Student Academic Services and Senate for the conferral of awards.
- b. Oversee the nomination of high achieving students with clear criteria and provide list of such students to the PVC A office as per the published deadline.

24.1.9. Unit Coordinator

- a. Ensure requests for assessment task and unit grade reviews are managed consistent with policy.

24.1.10. Public Relation Officer

- a. Publish the dates for conferment of awards, the time and the venue.
- b. Publish names of students who have completed the SINU qualification and ready for conferment of the awards.

25. RELATED DOCUMENTS

- 25.1. Admission and Enrolment Policy
- 25.2. Progression and Completion Policy
- 25.3. Academic Credit and Recognition of Prior Learning
- 25.4. Assessment and Examination Policy
- 25.5. Acceptable Use of Artificial Intelligence in Teaching and Learning.
- 25.6. Grading and Results Policy
- 25.7. Records Management Policy
- 25.8. Fraud Prevention and Academic Integrity Policy

26. MONITORING AND REVIEW

- 26.1. The Standards and Quality Office is responsible for reviewing, monitoring, and reporting on compliance with this Policy.

27. APPROVAL AND AMENDED HISTORY

Policy Approved by:	Council
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