

Policy Title: Testamurs – Issue and Control

Descriptors : 1) Testamur 2) Parchment 3) Graduate 4) Award 5) Ceremony

Category : Academic Affairs

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1. Intent

This policy governs the processes for managing the security of blank Testamurs, and the security, issuing and replacement of printed Testamurs, with the intention of reducing the risk of loss, theft and fraudulent representation of qualifications

2. Organisational Scope

This policy applies to all staff and students of Edith Cowan University.

3. Definitions

TERM	DEFINITION
Academic Award	The degrees, diplomas, certificates and other such awards as designated by the Council.
List of Graduands	A list prepared by the Board of Examiners of those students who have successfully completed their courses and should have their awards conferred upon them, subject to advice from the Director SSC or nominee, relating to applicable sanctions.
Conferral	The bestowal of an award after all necessary requirements have been met.
Conferral Date	The date on which conferral of an award takes place.
Graduand	A student who has completed all the requirements of an award, prior to conferral.
Graduate	A student upon whom an award has been conferred.
Graduation Ceremony	The formal occasion for presentation of awards, subsequent to their conferral.

TERM	DEFINITION
Honorary Award	A form of recognition accorded to an individual for their personal achievement, or their contribution to the University or the community, as determined by the Council.
Register of Graduates	The register containing the names of every person on whom an academic award has been conferred, which is generated and retained in the Student Records System.
Statement of Academic Record	The official University record of a student's results.
Testamur	The official parchment confirming the conferral of an award on a student.
Testamur Identification Number	The unique identification number printed on each Testamur as it is generated.

4. Policy Content

4.1 Security of Blank and Printed Testamurs

- (1) Strict records are maintained of blank Testamurs received from the supplier and subsequently issued.
- (3) Blank Testamur forms and printed Testamurs awaiting collection or mailing out are kept in a locked cabinet only accessible by staff of the Student Records Office.

4.2 Printing of Testamurs

Testamurs are printed with:

- (a) the graduate's name;
- (b) the award title, for example "Bachelor of Arts"; and
- (c) the Testamur Identification Number; and
- (d) a statement showing the language of instruction if other than English, for example, "Language of Instruction Mandarin"

4.3 Application of the Graduation Seal

- (1) The Graduation Seal is applied to Testamurs in the manner and under the circumstances prescribed in Statute No. 26 – *Conferral and Presentation of Awards of the University*.
- (2) The Vice-Chancellor has delegated the maintenance of the register of the use of the Graduation Seal to the Director, Student Services Centre or nominee.

4.4 Register of Graduates

- (1) The Testamur Identification Number is generated automatically by and recorded in the **Student Management System as each Testamur is produced.**
- (2) **The University's Register of Graduates is maintained in the Student Records System.**

4.5 Production and Issue of Testamurs

- (1) Testamurs are prepared and disbursed by one of the following mechanisms:
 - (a) presentation at the appropriate graduation ceremony or;
 - (b) collection by the graduate from the SSC office. The graduate is required to provide photographic identification (e.g. driver's license, student card) and must complete a collection form; or
 - (c) collection by another person (agent) on behalf of the graduate. Written authorisation is required from the graduate and the agent must provide relevant photographic identification; or
 - (d) posting to the graduate by Registered mail.
- (2) The University's policy with respect to conferral of academic awards of the University and the presentation of Testamurs is set out in the University Policy: *Conferral and Presentation of Academic Awards*.
- (3) Graduates are required to respond to the online invitation to attend the next appropriate graduation ceremony following the conferral of their award. In responding to the invitation to attend a graduation ceremony, the graduate may:
 - (a) accept the invitation for the scheduled ceremony and indicate that they will receive the Testamur at the ceremony; or
 - (b) decline the invitation, and request deferral of their attendance to a subsequent ceremony; or
 - (c) decline the invitation and indicate that:
 - i. they will collect the Testamur in person (from the SSC office) **after the scheduled ceremony**; or
 - ii. they would like the Testamur mailed to them **after the scheduled ceremony**.

4.6 Replacement Testamurs

- (1) The University will provide replacement printed Testamurs when original printed Testamurs are lost, stolen, mislaid, destroyed or damaged, after they have been received by the graduate.
- (2) Replacement Testamurs are issued by the Student Records Office on payment of a fee by the graduate. The word "REPLACEMENT" is printed on the Testamur.
- (3) Graduates requiring a replacement for a Testamur that has been lost, stolen or destroyed must complete and submit an application for a replacement Testamur form and a Statutory Declaration, with the appropriate fee to the Student Records Office. Requests for replacement Testamurs are not accepted by email or facsimile.
- (4) If the replacement is required because the original Testamur is damaged, then the damaged Testamur must be returned prior to issue of the replacement. In this case, a Statutory Declaration is not required.
- (5) If the original Testamur has been returned, it will be destroyed after the production of a replacement Testamur.

- (6) The Testamur Identification Number of the replacement remains the same as the original Testamur on that graduate's record in the Register of Graduates.
- (7) Details of all replacements are recorded by way of a note in Register of Graduates, including (where applicable) the registered post reference number.
- (8) Replacement Testamurs are provided for collection by the by one of the following means:
 - (a) collection by the graduate from the SSC office. The graduate is required to provide photographic identification (e.g. driver's license, student card) and must complete a collection form; or
 - (b) collection by another person (agent) on behalf of the graduate. Written authorisation is required from the graduate and the agent must provide relevant photographic identification; or
 - (c) posting to the graduate by Registered mail.
- (9) The University will not provide replacement printed Testamurs due to a change of name by deed poll, marriage or divorce, except in circumstances of a gender re-assignment.

4.7 Reissued Testamurs

- (1) Where printed details on the Testamur provided to the graduate are incorrect due to University error, a new Testamur will be issued to the graduate at no cost.
- (2) The graduate must return the original Testamur, which will be destroyed after production of the new Testamur.
- (3) The graduate's student record is corrected, if appropriate, in the University databases prior to re-issue.
- (4) Testamurs reissued under this section do not bear the word "REPLACEMENT".
- (5) The Testamur Identification Number of the reissued Testamur remains the same as the original number on that graduate's record in the Register of Graduates.
- (6) Reissued Testamurs are provided for collection by the means described in 4.6 (8) above.

5. References

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Related Policies/Documents:	<ul style="list-style-type: none"> • University Statute No. 26 – Conferral and Presentation of Awards of the University; • Graduation Ceremonies – Deferred Attendance Policy; • Honorary Degrees Policy • Conferral and Presentation of Academic Awards Policy • Teaching ECU Courses in a Language Other than English 	

6. Contact Information

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