

Policy Title: Testamurs – Issue and Control

Policy Owner: Senior Deputy Vice-Chancellor

Keywords: Testamur Parchment Graduate Award Ceremony

Policy Code: PL034 (ac061)

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1. INTENT

This policy governs the management and security of blank and printed Testamurs, with the intention of reducing the risk of loss, theft and fraudulent representation of ECU qualifications.

2. ORGANISATIONAL SCOPE

All ECU staff and students.

3. DEFINITIONS

TERM	DEFINITION
Academic Award	The degrees, diplomas, certificates and other such awards as designated by the Council.
Academic Registrar	The Academic Registrar, or the successor to that position or a person acting in that position or his or her nominee.
AQF	The Australian Qualifications Framework being Australia's national framework for regulating qualifications issued by higher education, vocational education and training, and school education providers.
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.

TERM	DEFINITION
Graduate	A student upon whom an award has been conferred.
Graduation Ceremony	The formal occasion for presentation of awards, subsequent to their conferral.
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.
List of Graduands	A list of those students who have successfully completed their Academic Award.
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.
RTO Standards	Means the Standards for Registered Training Organisations (RTOs) 2015, as amended.
Statement of Academic Record	The official University record of a student's results.
Statement of Attainment	An academic transcript that lists successfully completed units of competency or modules or an accredited short course, but does not meet the requirements for a qualification (as specified in the VET training package).
Student Management System	The University system to manage student records including but not limited to admission, enrolment and graduation records.
Student Services Centre, SSC	ECU's Student Services Centre
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.
Training Package	A VET training package compliant with the AQF.
VET	Vocational Education and Training
VET Completion Certificate	Official certificate that confirms that an AQF qualification has been completed.

4. POLICY CONTENT

4.1. Security of Blank and Printed Testamurs

- 4.1.1. Blank Testamurs, received from the supplier, must be securely maintained and subsequently issued.
- 4.1.2. Blank 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

- 4.2.1. Testamurs are printed with the following information included:

Higher Education Awards

- a. The issuing organisation name (Edith Cowan University);
- b. Graduate's name;
- c. The full name of the AQF qualification awarded, as approved by the Academic Board;
- d. Date of issue (the date the student's status in the Student Management System is indicated as "course complete" being the date of the Board of Examiners determination);
- e. Names and signatures of the Chancellor and Vice-Chancellor;
- f. Mark of authenticity (Graduation Seal and Testamur Identification Number); and
- g. A statement indicating the language of instruction if other than English.

Vocational Education and Training Awards

- a. The legal name of the issuing organisation (Edith Cowan University);
- b. Any relevant trading name such as the Western Australian Academy of Performing Arts (WAAPA);
- c. ECU and other relevant logos, e.g. the WAAPA logo;
- d. ECU's Registered Training Organisation provider code;
- e. Graduate's name;
- f. The full name of the AQF qualification awarded; Date of issue (the date the student's status in the Student Management System is indicated as "course complete" being the date of the Board of Examiners determination);
- g. Signature of the person in the organisation who is authorised to issue the documentation (being the Vice-Chancellor and Chief Executive Officer);
- h. Authenticity measure to reduce fraud;
- i. Australian Qualifications Framework logo, the Nationally Recognised Training logo and any other logo as required under the RTO Standards.

4.3. Application of the Graduation Seal

- 4.3.1. 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.

4.4. The Vice-Chancellor has delegated the maintenance of the register of the use of the Graduation Seal to the Academic Registrar or nominee. Register of Graduates

- 4.4.1. The Testamur Identification Number is generated automatically by, and recorded in, the Student Management System as each Testamur is produced.
- 4.4.2. The University's Register of Graduates is maintained in the Student Management System.
- 4.4.3. Records of VET certification documents are maintained by ECU's Student Services Centre in accordance with the requirements of Schedule 5 of the Standards for Registered Training Organisations (RTOs) 2015.

4.5. Production and Issuance of Testamurs

- 4.5.1. Higher Education Testamurs are prepared and disbursed by one of the following mechanisms:
 - a. presentation at the appropriate graduation ceremony;
 - b. collection by the graduate in person. The graduate being required to provide photographic identification (e.g. driver's license) and to complete a collection form; or
 - c. collection by another person (agent) on behalf of the graduate. Written authorisation is required from the graduate, with the agent required to provide photographic identification (e.g. driver's license); or
 - d. by Registered mail.
- 4.5.2. The University's policy with respect to conferral of Academic Awards and the presentation of Testamurs is set out in the University Policy: Conferral and Presentation of Academic Awards.
- 4.5.3. 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 to receive the Testamur;
 - b. decline the invitation, and request deferral of their attendance to a subsequent ceremony; or
 - decline the invitation and indicate the manner by which they wish to receive the Testamur in accordance with 4.5.1.
- 4.5.4. VET certification documents (Testamurs and Statement of Attainments) are prepared and disbursed by the following mechanisms:
 - a. VET certification documents are prepared in accordance with the requirements of Schedules 4 and 5 of the Standards for Registered Training Organisations 2015, the AQF Qualifications Issuance Policy and the VET Completion Certificate Procedure.
 - b. The VET completion documents (Testamur) must be sent to graduates within 30 calendar days of a student being assessed as completing the requirements of the Academic Award in which the student is enrolled and:
 - i. all fees have been paid;
 - ii. ECU holds a verified Unique Student Identifier (USI) for the student;
 - iii. the student has been identified as having a "Course Complete" status in the Student Management System.

- c. A Statement of Attainment will be issued if a student successfully completes one or more units of competency or modules or an accredited short course, but does not meet the requirements for a qualification (as specified in the training package). The Statement of Attainment will list all of the units of competency or modules achieved. A record of results may also be issued.

4.6. Replacement Testamurs

- 4.6.1. 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.
- 4.6.2. If a replacement Testamur is required because the original has been lost, stolen or destroyed the graduate must complete and submit an application for a replacement Testamur and a Statutory Declaration, and pay the relevant fee to the Student Records Office. Requests for replacement Testamurs must be made by the graduate.
- 4.6.3. If a replacement Testamur 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.
- 4.6.4. If the original Testamur has been returned, it will be destroyed after the production of a replacement Testamur.
- 4.6.5. Replacement Testamurs are issued by the Student Records Office. The word "REPLACEMENT" is printed on the replacement Testamur.
- 4.6.6. The Testamur Identification Number of the replacement remains the same as the original Testamur on that graduate's record in the Register of Graduates.
- 4.6.7. Details of all replacements are recorded by way of a note in Register of Graduates, including (where applicable) the registered post reference number.
- 4.6.8. Replacement Testamurs are provided for collection in accordance with 4.5.1 b,c,d.
- 4.6.9. The University will not provide replacement 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

- 4.7.1. Where details on a Testamur provided to a graduate are incorrect due to University error, a new Testamur will be issued to the graduate at no cost.
- 4.7.2. The graduate must return the original Testamur, which will be destroyed after production of the new Testamur.
- 4.7.3. 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.
- 4.7.4. Reissued Testamurs are provided for collection by the means described in 4.5.1 b,c,d above.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

The Policy Owner, the Senior Deputy Vice-Chancellor, has overall responsibility for the content of this policy and its operation in ECU.

Staff and students are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

All members of the University community are expected to comply with University Policy.

6. RELATED DOCUMENTS:

6.1 Documents which are relevant to the operation of this policy are as follows:

- [University Statute No. 26 – Conferral and Presentation of Awards of the University](#)
- [Graduation Ceremonies Attendance Policy](#)
- [Honorary Awards of the University Policy](#)
- [Conferral and Presentation of Academic Awards Policy](#)
- [Academic Progression Policy](#)
- [Standards for Registered Training Organisations \(RTOs\) 2015](#)
- [AQF Qualifications Issuance Policy](#)
- *ECU Student Services Centre Statement of Attainment Procedure*
- *ECU Student Services Centre VET Completion Certificate Procedure*

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Senior Deputy Vice-Chancellor
All Enquiries Contact:	Academic Registrar, Student Services Centre
Telephone:	08 6304 3888
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8. APPROVAL HISTORY

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