

---

## Award Nomenclature and Testamur Policy

---

<b>Policy/Document Approval Body:</b>	Academic Board
<b>Date Created:</b>	7 <sup>th</sup> May 2010
<b>Policy Custodian:</b>	Dean of Engineering
<b>Policy Contact:</b>	Accreditation Manager
<b>File Location:</b>	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures
<b>Location on EIT website:</b>	<a href="http://www.eit.edu.au/organisation-policies">http://www.eit.edu.au/organisation-policies</a>
<b>Review Period:</b>	Three years
<b>Revision No:</b>	5
<b>Date of Revision:</b>	4 July 2013
<b>Purpose:</b>	The purpose of this policy is to provide direction on award nomenclature and testamurs.
<b>Scope:</b>	This policy is relevant for academic and administrative staff of the EIT.
<b>Essential Supporting Documents:</b>	<ul style="list-style-type: none"><li>- Australian Qualifications Framework requirements: <a href="http://www.aqf.edu.au">www.aqf.edu.au</a></li><li>- AQF Qualifications Issuance Policy</li></ul>
<b>Related Documents:</b>	<ul style="list-style-type: none"><li>- Certification Policy</li><li>- EIT Replacement Testamur application form and statutory declaration</li></ul>

---

### Introduction

This policy applies to the award of AQF qualifications. As an evolving document, it will undergo updates depending on new offerings and deliberations of the EIT's Academic Board.

All graduates who have completed a program of learning that leads to the award of an AQF qualification are entitled to receive the following certification documentation on award of the documentation:

- a testamur, *and*
- a record of results

Students who complete part of the requirements of an AQF qualification in which they are enrolled are entitled to receive a statement of attainment and record of results.



### **Award Nomenclature**

The qualification shall be titled as Diploma, Advanced Diploma, Graduate Certificate or Graduate Diploma. For these awards the testamur shall include the specialisation successfully completed by the student.

### **Testamurs**

This policy applies to the award of AQF qualifications. The following standard information shall appear on all Testamurs:

- issuing organisation
- name of graduate entitled to receive the AQF qualification
- awarded AQF qualification by its full title
- date of issue/award/conferral
- person(s) in the organisation authorised to issue the documentation, and
- authenticity of the document, in a form to reduce fraud such as the issuing organisation's seal, corporate identifier or unique watermark.

### **Application for Re-issue/ Replacement of Testamurs**

The Dean and/or E-Learning Manager may approve the re-issue or replacement of a testamur when the original is:

- Lost, stolen, mislaid or destroyed. In this case the application must be accompanied by a Statutory Declaration indicating the reason for needing a replacement testamur.
- Damaged. In this case the original damaged testamur must be returned prior to issue of the replacement. A Statutory Declaration is not required.
- Required because of a change of name. In this case certified copies of proof of name change documents and the original testamur must be attached.

The replacement testamur will be issued on payment of a fee of US\$45 by the graduate.

A statement will be included on the replacement testamur indicating that the testamur has been replaced or re-issued and the date on which it was re-issued.

Graduates requiring the replacement of a testamur must complete and submit the Application Form for a Replacement Testamur to the EIT together with a Statutory Declaration if required.

Details of all replacements will be recorded. If the original Testamur has been returned, it will be retained in the EIT's student records system for a period of seven years.

The Testamur identification number of the replacement will remain the same as the original testamur on that graduate's student records.

Replacement testamurs will be provided to graduates through the following means:

1. Collection by the graduate from the EIT office in West Perth. The graduate is required to provide photographic identification such as a driver's license or a student card and must complete a collection form; or



2. 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
3. pPosting to the graduate by Registered mail.

A graduate who applies for a replacement testamur in the event of the loss of the original, must sign an agreement that if subsequently the original document is located, the replacement testamur must be returned to the EIT.

Appeals against a decision not to re-issue or replace a testamur may be lodged with the Dean, who will submit it to the Chair of the Academic Board.

The scheduled fee will be reviewed when the Award Nomenclature and Testamur Policy is reviewed every three years to ensure it covers the cost associated with printing and replacing or re-issuing the testamur. The fee will be indicated on the EIT's website in the EIT Student Handbook.