Award Nomenclature and Testamur Policy

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Purpose: The purpose of this policy is to provide direction on award nomenclature and testamurs.
Scope: This policy is relevant for academic and administrative staff of the EIT.

Essential Supporting Documents: Australian Qualifications Framework requirements: www.aqf.edu.au
Related Documents: EIT Replacement Testamur application form and statutory declaration

Introduction
This policy applies to the award of postgraduate coursework, diploma and certificate awards. As an evolving document, it will undergo updates depending on new offerings and deliberations of the EIT’s Academic Board.

Degree Nomenclature
The title shall reflect the course content. The awards shall be titled Graduate Certificate and Graduate Diploma respectively.

The entry requirements for the Graduate Certificate and Diploma are outlined in the Coursework Regulations.

Masters Degree by Coursework
The title shall reflect the course content. The nomenclature of this degree takes the following form:

Master of <Main Area> in <Specialisation>
In the case of Industrial Automation, the nomenclature would be Master of Engineering in Industrial Automation.

A Masters Degree that has less than two-thirds research content constitutes a Masters Degree by Coursework. The EIT does not offer a Masters by Research.

**Postgraduate Awards and Specialisations**
The qualification shall be titled as Graduate Certificate, Graduate Diploma or Masters. For these postgraduate degrees, the testamur shall include in the specialisation successfully completed by the student.

Specific applications:
- Graduate Certificate in Industrial Automation
- Graduate Diploma in Industrial Automation
- Master of Engineering in Industrial Automation

**Testamurs**
This policy applies to the award of postgraduate coursework, diploma and certificate awards. The following standard information shall appear on Graduate Certificate, Graduate Diploma and Masters Testamurs:

i) Name of Graduate
ii) The statement "having fulfilled all requirements of the Regulations has this day been awarded the"
iii) Award title
iv) The date that the Academic Board approved conferral of the Award
v) The signatures of the Dean and the Chair of the Governance Board

**Application for Re-issue/ Replacement of Testamurs**
The Dean 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 $150.00 by the graduate.

A statement will be included on the bottom of 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 to the EIT student administration office the Application Form for a Replacement Testamur together with the fee and a Statutory Declaration if required. Requests for replacement Testamurs will not be accepted by email or facsimile.
Details of all replacements will be recorded as well as details of the registered post reference number. 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. posting 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 Governance 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.