

# TESTAMUR PROCEDURE

## SCOPE

This procedure applies to all Monash University:

- awards; and
- honorary degrees (honoris causa).

This procedure does not apply to non-award enabling programs and non-award professional development education, including micro-credentials. Refer to the [Professional Development Education Procedure](#), section 7.

## PROCEDURE STATEMENT

This procedure describes a student's eligibility for a testamur, issuance, its content and the grounds for its surrender.

### 1. Eligibility for a testamur

1.1 A person is eligible to receive a testamur if they have:

- graduated with a Monash University award;
- received an honorary degree from the University; or
- been posthumously conferred an award by the University.

1.2 A student who has an encumbrance for outstanding University debts or other compulsory administrative requirements may not graduate or thereby obtain a testamur until the encumbrance has been cleared.

1.3 **Double degrees:** Graduates of double degree courses completed entirely at the University will receive a separate testamur for each award.

1.4 **Dual awards:** Graduates of dual award courses completed in a collaborative arrangement will receive a separate testamur for each award from the respective awarding institutions.

1.5 **Joint or cotutelle awards:** Graduates of joint or cotutelle awards will receive a testamur, or testamurs, in accordance with the agreement between the collaborating institutions. Where separate testamurs are issued, the University testamur will state that the award was undertaken in a joint award or cotutelle arrangement.

### 2. Issuance

2.1 **Original:** The physical testamur is presented at graduation. Students who graduate in absentia receive their original testamur by post.

2.2 **Digital version:** For awards conferred from 15 May 2017, the University provides permanent access to a digital version of the testamur to all graduates.

2.3 **Replacement:** A graduate can apply to [Monash Connect](#) for a replacement testamur in the following circumstances:

- in case of an error, a new physical and digital version will be issued without charge;
- if the original has been lost, stolen or damaged; or
- after registering a legal change of name with the University.

The replacement testamur will be issued in the form approved at the time of replacement.

2.4 The testamur will be issued in the student's full legal name as recorded in the student management system.

### 3. Content

- 3.1 Monash University Council has approved testamur content and formats for degrees, other awards and replacement testamurs. Council approves additional wording that applies where relevant for:
- up to two majors or extended majors for a bachelor's degree, listed in alphabetical order;
  - specialisation for a specialist bachelor's or specialist bachelor's honours degree;
  - specialisation for a postgraduate award;
  - field or discipline for a graduate research degree;
  - institutions amalgamated with the University; and
  - joint and cotutelle awards, consistent with in-country rules and regulations.
- 3.2 **Master's awarded with distinction:** Students graduating after 7 July 2021 with a master's coursework degree with a weighted average mark (WAM) of 80 or above will have the words 'awarded with distinction' included on the testamur.
- 3.3 **Honorary degree:** The testamur for an honorary degree conferred by Council will include the suffix 'honoris causa' after the title of the degree.
- 3.4 **Language of instruction:** If the University accredits a course that is taught and assessed in a language other than English, the language of instruction will be included in the award title printed on the testamur. If there is no language recorded on the testamur, English was the language of instruction.

### 4. Surrender of testamur

#### Nested awards and alternative exits

- 4.1 No student will be required to surrender the testamur for a lower award if they later are admitted to, or graduate with, a higher award (e.g. graduate certificate, graduate diploma and master's in the same discipline).
- 4.2 No student will be required to surrender the testamur for an alternative exit if they later are re-admitted to, or graduate with, the higher award.

#### Revocation of awards

- 4.3 In cases where Council revokes a person's award in accordance with [Monash University \(Council\) Regulations](#), the person must surrender to the University the testamur that was issued on conferral. Digital testamurs will be revoked through the digital repository.

## DEFINITIONS

<a href="#">Australian Qualifications Framework (AQF)</a>	The Australian Government's policy for regulated qualifications in the Australian education and training system.
<a href="#">Award</a>	A degree, diploma, certificate or other qualification awarded upon successful completion of an accredited course.
<a href="#">Conferral</a>	The act of Council to confer a degree or grant an award.
<a href="#">Cotutelle arrangement</a>	A form of joint doctoral degree.
<a href="#">Degree</a>	A bachelor's, bachelor's honours, master's or doctoral degree.
<a href="#">Encumbrance</a>	A block placed on a student's access to university services as a result of unpaid fees, fines, loan payments, missing information (e.g. tax file number), unreturned resources (e.g. library item), disciplinary proceedings, or incomplete administrative requirements.
<a href="#">Graduate</a>	A person on whom Monash University has conferred an award.
<a href="#">Higher Education Standards Framework 2021</a>	A legislative instrument that sets out the minimum acceptable standards that Monash University must continue to meet to maintain registration as an Australian university under the Tertiary Education Quality and Standards Agency Act 2011.
<a href="#">Joint award</a>	A partnership arrangement where a course is delivered jointly between Monash University and a partner and leads to a single award.
<a href="#">Major</a>	Undergraduate study in a single discipline to the value of at least 48 credit points.
<a href="#">Posthumous</a>	Occurring after death.

Revocation/revoke	For the purpose of this procedure, the act of Council to officially cancel an award previously conferred.
Specialisation	Units in a single discipline that form a component of a specialist award.
Surrender	For the purpose of this procedure, to give back an academic statement to Monash University.
Testamur	An official certificate issued by Council to confirm that a student has completed the requirements for an award.

## GOVERNANCE

Parent policy	<a href="#">Academic Statements Policy</a>	
Supporting procedures	<a href="#">Australian Higher Education Graduation Statements (AHEGS) Procedure</a> <a href="#">Posthumous Conferral Procedure</a> <a href="#">Transcript of Academic Record Procedure</a>	
Supporting schedules	Not applicable	
Associated procedures	Not applicable	
Related legislation	<a href="#">Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 (Com)</a> <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a> <a href="#">Monash University Statute</a> <a href="#">Monash University (Council) Regulations Parts 8 and 8A</a> <a href="#">Monash University (Vice-Chancellor) Regulations Parts 3, 9–11</a>	
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