

TESTAMUR PROCEDURE

SCOPE

This procedure applies to:

- all awards
- honorary degrees (*honoris causa*)
- all locations.

PROCEDURE STATEMENT

1. Eligibility for a testamur

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

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

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 Monash 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. Monash's preference is to jointly issue a single testamur that is authorised and badged by Monash and the collaborating institution. Where separate testamurs are issued, the Monash 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. Those who graduate *in absentia* can receive their original testamur by applying to [Monash Connect](#).

2.2 **Digital version:** From 2017, Monash will provide to the graduate permanent access to a digital version of the testamur.

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
- after registering a name change with Monash.

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

3. Content

3.1 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 comprehensive bachelor's degree, listed in alphabetical order
- specialisation for a specialist bachelor's, specialist bachelor's honours or postgraduate award
- institutions amalgamated with Monash University

- joint and cotutelle awards, consistent with in-country rules and regulations.

3.2 **Honorary degree:** The testamur for an honorary degree conferred by Council will include the suffix '*honoris causa*' after the title of the degree.

3.3 **Language of instruction:** If Monash 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 within a Monash nested course structure (i.e. graduate certificate, graduate diploma and master's in the same discipline).

4.2 Likewise, 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 Monash the testamur that was issued on conferral. Digital testamurs will be revoked through the digital repository.

DEFINITIONS

Australian Qualifications Framework (AQF)	The Australian Government's policy for regulated qualifications in the Australian education and training system.
Award	A degree, diploma, certificate or other qualification awarded upon successful completion of an accredited course.
Conferral	The act of Council to confer a degree or grant an award.
Cotutelle arrangement	A form of joint doctoral degree.
Council	The governing body of Monash University.
Degree	A bachelor's, bachelor's honours, master's or doctoral degree.
Encumbrance	A block placed on a student's access to university services as a result of unpaid fees, fines, loan repayments, missing information (e.g. tax file number), unreturned resources (e.g. library item) or disciplinary proceedings.
Graduate	A person on whom Monash has conferred an award.
Higher Education Standards Framework 2015	A legislative instrument that sets out the minimum acceptable standards that Monash must continue to meet to maintain registration as an Australian university under the <i>Tertiary Education Quality and Standards Agency Act 2011</i> .
Joint award	A partnership arrangement where a course is delivered jointly between Monash and a partner and leads to a single award.
Major	Undergraduate study in a single discipline to the value of at least 48 credit points.
Posthumous	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.
Testamur	An official certificate issued by Council certifying that a qualification has been awarded to an individual.

GOVERNANCE

Parent policy	Academic Statements Policy
Supporting schedules	Not applicable

Associated procedures	Australian Higher Education Graduation Statements (AHEGS) Procedure Posthumous Conferral Procedure Transcript of Academic Record Procedure	
Legislation mandating compliance	Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 (Com) – Higher Education Standards Framework (Threshold Standards) 2015 Monash University Statute Monash University (Council) Regulations Parts 8 and 8A Monash University (Vice-Chancellor) Regulations Parts 3, 9–11	
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