

Conferral of Awards and Testamur Integrity Procedures

Section 1 - Purpose and Scope

(1) These Procedures

- a. set out the processes for confirming the conferral of awards and issuing University testamurs; and
- b. support implementation of the [Rules Relating to Awards - Rule 10 - Awards](#).

Scope

(2) These Procedures apply to all University awards.

Section 2 - Definitions

(3) Conferral means the granting of an award of the University to a student after completion of their course.

(4) Conferral Date means a date approved for Conferral of Awards.

(5) Conferral List means the list of students who are eligible for the granting of an award in accordance with [Rules Relating to Awards - Rule 10 - Awards](#).

(6) Faculty or College Graduation Contact means the officer nominated by the Faculty or College to Student Administration Services to be the Graduate Contact.

Section 3 - Creation and Approval of a Conferral List

(7) Approximately three weeks before a Conferral Date, Student Administration Services will produce a Conferral List and distribute it to all University Faculty and College Graduation Contacts who review the list to confirm that it:

- a. includes all students who are eligible to graduate;
- b. attributes accurate honours levels; and
- c. does not include any students who are ineligible to graduate.

(8) Where satisfied that the list accords clause (7) the Faculty or College Graduation Contact will:

- a. sign the Conferral List to record that they have checked the information is correct and recommend it for approval; and
- b. return the signed Conferral List to Student Administration Services.

(9) Student Administration Services will forward the Conferral List to the Vice President (Students) and Registrar for approval.

(10) Following its approval, Student Administration Services:

- a. provides the Conferral List to:
 - i. The Graduation Office for preparation of testamurs
 - ii. The Secretary, Academic Board for inclusion on next Academic Board agenda for noting.
- b. archives the digitally signed, approved Conferral List.

Section 4 - Printing and Sealing Testamurs

(11) Testamurs for qualifications that have appeared on a Conferral List are generated and printed by the Graduation Office via the Student Management System.

(12) Testamur paper must be securely stored in a locked cupboard at all times, and an up to date inventory maintained by the Graduation Office.

(13) Testamur Paper must be protected against fraud by marking each with a secure and confidential serial number.

(14) Testamurs will be printed with the following information:

- a. student name;
- b. award title;
- c. award number (a unique number allocated by the Student Management System when an award is completed);
- d. honours level (where applicable);
- e. majors (where applicable);
- f. specialisations (where applicable);
- g. the person authorised to issue the award; and
- h. conferral date.

(15) The Seal of the University will be affixed to each testamur.

Distribution of Testamurs

(16) Students may choose to:

- a. receive their testamur at a Graduation Ceremony;
- b. collect their testamur from the Graduation Office; or
- c. have their testamur mailed to them (by registered post within Australia or international courier if overseas).

Recording Student Names on Testamurs

(17) The student name which must appear on a Testamur is governed by the [Student Name Change Policy](#) .

Replacement Testamurs:

(18) Replacement Testamurs are subject to provisions of the [Student Name Change Policy](#) and:

- a. are only produced where an original has been stolen, damaged or permanently lost;
- b. will only be issued upon presentation of a signed Statutory Declaration (or the overseas equivalent) attesting to the unrecoverable theft, damage or loss;
- c. are generated by the Graduation Office via the Student Management System using student numbers allocated

and conferral dates; and

d. will have the Seal of the University affixed by the Graduation Office.

Statement of Attainment for Posthumous Awards

(19) Statement of Attainment for posthumous awards (which do not appear on a Conferral List):

a. are approved by the relevant Faculty Board;

b. are prepared and printed using a manual process (not via the Student Management System); and

c. will have the Seal of the University affixed by the Graduation Office.

Status and Details

Status	Current
Effective Date	13th June 2023
Review Date	13th June 2026
Approval Authority	Academic Board
Approval Date	13th June 2023
Expiry Date	Not Applicable
Responsible Executive	Brendon Nelson Vice President (Students) and Registrar
Head of Work Unit	Donna Moffitt Director, Student Administration Services +61 2 66203214
Enquiries Contact	Student Administration Services