

AWARDS POLICY AND PROCEDURE

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1 PURPOSE

- 1.1 Under the [Central Queensland University Act 1998](#) one of the University's functions is to confer awards. This policy and procedure establishes the conditions and processes for the issuing of awards.

2 SCOPE

- 2.1 This policy and procedure applies to all graduates of higher education courses and vocational education and training courses offered by Central Queensland University (CQUniversity Australia).
- 2.2 It also applies to graduates of CQUniversity's predecessor institutions – Queensland Institute of Technology (QIT) (Capricornia), the Capricornia Institute of Advanced Education (CIAE), the University College of Central Queensland (UCCQ), and the University of Central Queensland (UCQ).
- 2.3 This policy does not apply to graduates of the Central Queensland Institute of TAFE (CQ TAFE / CQIT) prior to that institution's 1 July 2014 merger with CQUniversity.

3 POLICY STATEMENT

- 3.1 In accordance with Part 2, Division 1, section 5[e] of the [Central Queensland University Act 1998](#), a University testamur will be issued to any graduate who has satisfied the requirements of an approved award and for whom a completion is applied in the student system.
- 3.2 Completed higher education students are required to indicate how they wish to receive their testamur by completing the graduation registration process in [MyCentre](#), before it will be printed.

- 3.3 Testamurs for vocational education and training students will be issued and posted within 30 days of conferral, in accordance with the Standards for Registered Training Organisations (RTOs) 2015.
- 3.4 Testamurs, Academic Statements, and Statements of Attainment for vocational education and training students will not be issued without a verified, registered Unique Student Identifier being recorded in the University's student system, in accordance with the Standards for Registered Training Organisations (RTOs) 2015, unless an exemption applies under the [Student Identifiers Act 2014](#).

4 PROCEDURE

Conferral of awards

- 4.1 Students will be assessed to determine if they have met all the requirements of their course or qualification.
- 4.2 Only students who have been assessed as meeting the relevant requirements will be conferred with their award.

Original issue of testamurs

- 4.3 CQUniversity testamurs will be printed on the approved CQUniversity proforma, with the current appropriate signatories. The University seal will be affixed.
- 4.4 Testamurs will contain the relevant student number; course code; graduate name as registered in the University's student system; full course title including any integrated honours, accredited majors, or the occupational or functional stream; award number; and date the award was conferred.
- 4.5 Testamurs will contain the wording: "having fulfilled the conditions prescribed by the University has this day been conferred with", unless the testamur is for an apprenticeship and traineeship course, then the testamur shall contain the wording: "having fulfilled the conditions prescribed by the University, through apprenticeship or traineeship arrangements, has this day been conferred with".
- 4.6 Where the conferred course or part of that course was delivered and assessed in a language other than English, the testamur will contain the wording: "This qualification was delivered and assessed in (language/s)" and specify the language/s used for delivery and assessment, including English.
- 4.7 A testamur for a higher education course will not be released until the official Confer Date.
- 4.8 Testamurs for the completion of a vocational education and training (VET) course will be accompanied by an Academic Statement detailing the units of competency comprising that award, and will be issued following certification of completion of the award.
- 4.9 As specified in the [Student Identifiers Act 2014](#), a testamur for a VET course must not include a student's Unique Student Identifier.

Replacement testamurs

- 4.10 On request from a graduate to replace their testamur, CQUniversity will replace the testamur in accordance with the following provisions.
- A replacement testamur will be produced using the proforma current at the time of issue of the replacement, and incorporate the current relevant signatories and seal.
 - Where the original testamur was lost in transmission; or was defective or damaged as issued and is returned to the University within eight weeks from the distribution date, and a replacement is requested, the original testamur will be re-issued, subject to the University's investigation. In all other cases, a replacement testamur will be issued.
 - A replacement testamur will contain the wording: "This testamur is a replacement for a testamur issued on the (day month year appearing on original testamur) by (institution name)".
 - Where the course or part of that course was delivered and assessed in a language other than English, the replacement testamur will contain the wording: "This qualification was delivered and assessed in (language/s)", and specify the language/s used for delivery and assessment, including English.
 - The print date on a replacement testamur will be the date of the printing of the replacement testamur.

- 4.11 A replacement testamur can be requested at www.cqu.edu.au/transcripts.
- 4.12 A replacement testamur will be issued subject to the following conditions:
- where the original testamur has been damaged and is returned to the University
 - where the original testamur has been damaged or lost and a Statutory Declaration* is submitted to the University, or
 - where a Change of Name has occurred. The original testamur (or a Statutory Declaration*), together with certified copies of proof of name change documents, must be provided to the University. Accepted forms of proof of name change include certified copies of birth certificate, marriage certificate, certificate of divorce, endorsed passport showing previous and current names, or change of name certificate.

* *The Statutory Declaration must affirm and detail the damage to, or loss of, the testamur. Graduates who live in countries that do not have Statutory Declarations in their legal system must prepare a statement affirming and detailing the damage or loss to the original testamur and have this statement witnessed and stamped by a notary public, police officer, magistrate, solicitor or Australian Consulate official.*

Testamur design

- 4.13 CQUniversity testamurs will meet the requirements of the Australian Qualification Framework's (AQF) Qualifications Issuance Policy and the Standards for Registered Training Organisations (RTOs) 2015 through the following features.
- Testamurs will contain the statement 'This qualification is recognised within the Australian Qualifications Framework'.
 - Testamurs will contain sufficient information to identify correctly the issuing organisation, graduate who is entitled to receive the AQF qualification, awarded AQF qualification by its full title, date of issue/conferral, person(s) in the organisation authorised to issue the documentation, and authenticity of the document in a form to reduce fraud.
 - Testamurs issued for VET qualifications will also include the Nationally Recognised Training logo and the University's National RTO Code.

Statements of Attainment

- 4.14 Statements of Attainment recognise that students do not always study a whole AQF qualification. Students may choose to complete only a unit or units of competence from an accredited qualification or complete an accredited short course. A Statement of Attainment reflects the study completed by a student.
- 4.15 Statements of Attainment apply to VET qualifications only.
- 4.16 Schedule 5 of the Standards for Registered Training Organisations (RTOs) 2015 requires the inclusion of the following information on the Statement of Attainment in addition to the requirements of the AQF Qualifications Issuance Policy:
- the University's name, National RTO Code, and University logo
 - a list of units of competency (or modules where no units of competency exist) showing their full title and the national code for each unit of competency
 - the authorised signatory
 - the Nationally Recognised Training logo
 - the University's seal, corporate identifier or unique watermark
 - the words "A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units", and
 - the words "These competencies form part of [code and title of qualification(s)/course(s)]" (if applicable), or
 - the words, "These competencies were attained in completion of [code] Course in [full title]" (if applicable; this is only for accredited short courses titled "Course in ...").

- 4.17 Where any of the units listed on the Statement of Attainment were delivered and assessed in a language other than English, the Statement of Attainment will contain the wording: “these units / modules have been delivered and assessed in (language/s)”, and specify the language/s used for delivery and assessment, including English.
- 4.18 Students withdrawing from their studies prior to completing the full qualification or short course may request a Statement of Attainment by contacting the Student Advice Team (phone 13 27 86 or email sat@cqu.edu.au).
- 4.19 Students who have previously received a Statement of Attainment and require an additional copy or updated version can request a replacement Statement of Attainment at www.cqu.edu.au/transcripts.

Academic Transcripts

- 4.20 An Academic Transcript is an official record of a student’s enrolment and results in all courses and units studied at CQUniversity and its predecessor institutions and awards conferred. It may also be known as a transcript of results, record of achievement, or statement of results.
- 4.21 Students can request an academic transcript at any time during or after the completion of their studies, at www.cqu.edu.au/transcripts.
- 4.22 Higher Education students can generate an unofficial transcript at any time through [MyCentre](#).

Fees

- 4.23 No fees are charged for the original issue of an original testamur.
- 4.24 A replacement testamur will be issued free of charge where the original was damaged or defective as issued and is returned to the University within eight weeks from the distribution date and subject to the University’s investigation.
- 4.25 A replacement testamur will be issued free of charge where the original was lost in transmission and a Statutory Declaration is provided.
- 4.26 No fees are charged for the original issue of a Statement of Attainment. A fee will be charged for a replacement Statement of Attainment or for updating a Statement of Attainment to include an additional unit of competency.
- 4.27 A fee in accordance with the University’s Schedule of Fees will be charged in all other cases.

Replicas

- 4.28 CQUniversity will not provide replicas of testamurs issued by it or by one of its predecessor institutions.

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 The University Secretary is responsible for the overall implementation of this policy and procedure.
- 5.2 The Director, Governance is responsible for ensuring compliance with this policy and procedure and undertaking any necessary monitoring and review action.

Reporting

- 5.3 No additional reporting is required.

Records management

- 5.4 Staff must maintain all records relevant to administering this policy and procedure in a recognised University recordkeeping system.

6 DEFINITIONS

6.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

AQF: Australian Qualifications Framework.

Change of Name Certificate: an official document issued by Australian State Government Registries of Birth, Deaths and Marriages upon payment of a prescribed fee.

Replacement Testamur: a replacement for a testamur issued by Central Queensland University (including Queensland Institute of Technology (Capricornia), the Capricornia Institute of Advanced Education, the University College of Central Queensland, or the University of Central Queensland).

RTO: Registered Training Organisation; an organisation registered with the Australian Skills Quality Authority to deliver vocational education and training.

Testamur: the certificate issued by authority of the Council and bearing the Seal of the University presented to a graduate when a qualification is conferred.

VET: Vocational Education and Training; which enables students to gain qualifications for employment and specific skills for employment.

7 RELATED LEGISLATION AND DOCUMENTS

[Australian Qualifications Framework Qualifications Issuance Policy](#)

[Births, Deaths and Marriages Registration Act 2003 \(Qld\)](#) (or any equivalent Act in other Australian jurisdictions or other nations or territories)

[Central Queensland University Act 1998 \(Qld\)](#)

[Statutory Declarations Act 1959 \(Cwlth\)](#)

[Standards for Registered Training Organisations \(RTOs\) 2015 \(Cwlth\)](#)

[Student Identifiers Act 2014 \(Cwlth\)](#)

8 FEEDBACK

8.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Director, Governance
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Notes	This was previously known as the Testamurs Policy and Testamurs Procedure prior to 01/07/2014.