ACADEMIC STATEMENTS SCHEDULE

1   PURPOSE

To specify the wording and content for Macquarie University Testamurs, Academic Transcripts and Australian Higher Education Graduation Statements. The Schedule also specifies the wording and content that will be applied should these documents be re-issued or re-printed for any reason.

Graduates will normally receive their graduation documentation at a graduation ceremony, where they will receive their Testamur and Academic Transcript. AQF compliant awards also receive a copy of the Australian Higher Education Graduation Statement (AHEGS).

Note – In accordance with the Curriculum Architecture Policy, from 1 January 2020 'programs' are known as 'courses'.

2   SCHEDULE

TESTAMUR

The **Testamur** is a legal document, conferred by the University Council, which certifies the award of a certificate, degree or diploma. The conferring of the degree will take place at a formal ceremony or may be conferred in absentia.

The wording and layout on the University Testamur is as follows:

The Macquarie University arms

By authority of the Council

GRADUATE'S LEGAL NAME (excluding title)

was admitted to the degree of
(or)
was admitted to the

<**AWARD TITLE** >

on the <date[1]> day of <Month, year>

The Macquarie University Seal (bottom middle)
Signatures of the Vice-Chancellor and Registrar (bottom right)
Macquarie University Hologram (bottom left)

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[1] All references to <date> are to the conferral date.

The Award Title
The Award title is the name of the Award, including streams (if applicable). For example:

BACHELOR OF ENGINEERING (HONOURS)
IN SOFTWARE ENGINEERING

Where additional information such as a specialisation (postgraduate) or major (undergraduate) is required, this will be included underneath the award title in smaller print. For example:

MASTER OF LAWS
SPECIALISATION IN INTERNATIONAL LAW

Presentation of Honours on the Testamur
In the case of Bachelor Degrees with Honours awards, the Testamur will document the Honours award.

For example:
BACHELOR OF PSYCHOLOGY (HONOURS)
or

BACHELOR OF ARTS – MEDIA

WITH THE DEGREE OF

BACHELOR OF LAWS (HONOURS)

Presentation of Majors on the Testamur
For Bachelor courses/programs, the Testamur will include a statement indicating the Major(s) which a student has completed. Students may be awarded multiple Majors for Bachelor Degrees. The Testamur will list the Major(s) under the Award Title.

For example:

BACHELOR OF ADVANCED SCIENCE

MAJOR IN PHYSICS
MAJOR IN CHEMISTRY
MAJOR IN MATHEMATICS
MAJOR IN BIMOLECULAR SCIENCES

on the <date> day of <Month, year>

Presentation of Macquarie University Award for Academic Excellence on the Testamur for undergraduate or postgraduate coursework graduates

The Macquarie University Award for Academic Excellence may be awarded to a postgraduate or undergraduate coursework graduate. The words 'AWARDED THE MACQUARIE UNIVERSITY AWARD FOR ACADEMIC EXCELLENCE' are recorded on the

Testamur, appearing below the date for conferral of the award, and not forming part of the award title.

For example:

<div align="center">

MASTER OF LAWS

SPECIALISATION IN INTERNATIONAL LAW

on the <date> day of <Month, year>

AWARDED THE MACQUARIE UNIVERSITY AWARD FOR ACADEMIC EXCELLENCE

</div>

The Macquarie University Award for Academic Excellence was introduced from 14 December 2017 and was preceded by the 'Vice-Chancellor's Commendation for Academic Excellence'. The presentation on the Testamur is the same for both awards.

Presentation of Vice-Chancellor's Commendation for Academic Excellence on the Testamur for PhD graduates

The Vice-Chancellor's Commendation for Academic Excellence may be awarded to a PhD graduate. The words 'AWARDED THE VICE-CHANCELLOR'S COMMENDATION FOR ACADEMIC EXCELLENCE' are recorded on the Testamur, appearing below the date for conferral of the award, and not forming part of the award title.

For example:

<div align="center">

DOCTOR OF PHILOSOPHY

on the <date> day of <Month, year>

AWARDED THE VICE-CHANCELLOR'S COMMENDATION FOR ACADEMIC EXCELLENCE

</div>

Joint Testamurs

For degrees offered jointly or severally with other Universities, such as certain PhD courses/programs, a successful candidate will receive a Testamur which carries the crests of all Universities and is signed by authorities in each University. The position of the crests of all Universities is subject to negotiation and for Macquarie University approval in accordance with the University's Delegations of Authority.

For example:

<div align="center">

DOCTOR OF PHILOSOPHY

on the <date> day of <Month, year>

'This degree was jointly supervised under a joint PhD Agreement between Macquarie University and the <University Name>'

</div>

For successful cotutelle candidates the Testamur contains a comment line to the effect that the degree is awarded under a cotutelle agreement and the candidate will receive a Testamur from each University.

For example:

DOCTOR OF PHILOSOPHY

on the <date> day of <Month, year>

'This degree was jointly supervised with <University Name> in <Country> under a cotutelle joint PhD Agreement'

REPLACEMENT OF A TESTAMUR

Testamurs may only be replaced in certain circumstances (refer https://students.mq.edu.au/student_admin/graduation/before_you_graduate/your_graduation_documents/).

Where the Award was conferred from an antecedent institution (the Sydney College of Advanced Education), the replacement Testamur will include this information as follows:

<**AWARD TITLE** >
from the <name of antecedent institution>

Any replacement Testamur will be printed on the original Testamur paper, including relevant signatories, if available. If not available, the current Testamur paper and signatories will be used.

OFFICIAL ACADEMIC TRANSCRIPT

The academic transcript is the official, complete and certified version of a student's academic achievements.

The academic transcript lists the student's legal name, student identification number, the units and courses/programs a student has enrolled in and all units they have attempted, credit points for each unit, the grades received, and the Weighted Average Mark (WAM) or Grade Point Average (GPA) for units studied under the course/program[2].

If applicable, the academic transcript also lists the Degree/Diploma awarded, streams, specialisations, majors, participation in the Global Leadership Program (GLP), exchange programs, and the award of scholarships and prizes including the University Medal, the Vice Chancellor's Commendation for Academic Excellence (prior to 14 December 2017), the Macquarie University Award for Academic Excellence (from 14 December 2017), or the MUIC Award for Academic Excellence.

An official transcript is always printed on secured University paper, and may be obtained in hard copy from the University, or digitally on My eQuals, the official platform for Australian and New Zealand tertiary education providers (www.myequals.edu.au).

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[2] A Weighted Average Mark / Grade Point Average is not included if a student transfers to a different course/program prior to qualification and has not studied any units under the new admission.

Recognition of prior learning credits granted may also be listed as specified or unspecified credit.

The academic transcript may also include language of instruction if in a language other than English.

Students will receive their Academic Transcript upon graduation. Further copies can be obtained by following the advice available on the [University website](#).

UNOFFICIAL INTERNAL ACADEMIC TRANSCRIPT

Current students may obtain an unofficial academic transcript through eStudent, which provides a function for the unofficial academic transcript to be sent to the student's University email account.

Former students may also request an unofficial academic transcript through Student Connect. These will generally be emailed, and will not be printed on secured paper.

An unofficial academic transcript has the same content as an official transcript as well as any units and courses/programs a student is currently enrolled in, a watermark 'Unofficial Transcript' and administrative information including the RPL applied to the degree, Academic Senate approval of Individual Savings or Deeming cases, outcomes of academic appeals, outcomes of disciplinary actions, academic progression and "expected to complete" information.

AUSTRALIAN HIGHER EDUCATION GRADUATION STATEMENT (AHEGS)

The AHEGS is provided by Australian higher education institutions to graduating students on completion of the requirements for an Australian Qualification Framework (AQF) compliant higher education award. It is designed to:

- assist both national and international recognition of Australian qualifications
- promote international mobility and professional recognition of graduates.

The AHEGS issued by Macquarie University complies with Australian Government [Guidelines](#) for the Presentation of the Australian Higher Education Graduation Statement and the University's AHEGS [Policy](#).

3   NOTES

3.1	Contact Officer	Manager, Graduations
3.2	Implementation Officer	Manager, Graduations
3.3	Approval Authority / Authorities	Deputy Vice-Chancellor (Academic)
3.4	Date Approved	19 December 2018
3.5	Date of Commencement	19 December 2018
3.6	Date for Review	December 2021

3.7	Documents Superseded by this Schedule	n/a
3.8	Amendment History	8 December 2020 – Minor amendments: inclusion of reference to Official Academic Transcripts being available on My eQuals, removal of reference to the number of copies of transcripts provided upon graduation, and update to note that where a specialisation is listed, the text 'SPECIALISATION IN' will be included underneath the award title in smaller print. Contact Officer / Implementation Officer title also updated from 'Manager, Graduation and Completions' to 'Manager, Graduations'. 20 January 2020 – Inclusion of terminology change from 'program' to 'course' in accordance with Curriculum Architecture Policy, and reference to WAM added.
3.9	Policy Authorisation	Academic Statements Policy (under development)