

ACADEMIC STATEMENTS SCHEDULE

Section 1 – Purpose

- (1) This Schedule specifies the wording and content for Macquarie University Testamurs, Academic Transcripts and Australian Higher Education Graduation Statements. It also specifies the wording and content that will be applied should these documents be re-issued or re-printed for any reason.
- (2) 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).

Section 2 – Schedule

TESTAMUR

- (3) 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.
- (4) The Testamur will state if any parts of the course of study or assessment leading to the qualification were conducted in a language other than English, except for the use of another language to develop proficiency in that language.
- (5) 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 <date¹> day of <Month, year>

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

¹ All references to <date> and >Month, year> are to the conferral date.

The Award Title

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

**BACHELOR OF ENGINEERING (HONOURS)
IN SOFTWARE ENGINEERING**

- (7) Where additional information such as a specialisation (postgraduate) or major/specialisation(s) (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

- (8) 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 and Specialisations on the Testamur

- (9) For Bachelor courses, the Testamur will include a statement indicating the Major/Specialisation(s) which a student has completed. Students may be awarded multiple Majors/Specialisations for Bachelor Degrees. The Testamur will list the Major/Specialisations(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

- (10) 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:

MASTER OF LAWS

SPECIALISATION IN INTERNATIONAL LAW

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

AWARDED THE MACQUARIE UNIVERSITY AWARD FOR ACADEMIC EXCELLENCE

- (11) 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

- (12) 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:

DOCTOR OF PHILOSOPHY

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

AWARDED THE VICE-CHANCELLOR'S COMMENDATION FOR ACADEMIC EXCELLENCE

Joint Testamurs

- (13) 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:

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>

- (14) 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

(15) Testamurs may only be replaced in certain circumstances (refer <https://students.mq.edu.au/study/graduation/documents>).

(16) 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>

(17) 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

(18) The academic transcript is the official, complete and certified record of a student's academic achievements.

(19) 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 (including reference to the grading system), and the Weighted Average Mark (WAM) or Grade Point Average (GPA) for units studied under the course/program².

(20) 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 Macquarie University International College Award for Academic Excellence (prior to 31 December 2021) or the Macquarie University College Award for Academic Excellence (from 1 January 2022).

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

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

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.

(23) The academic transcript will also include language of instruction if in a language other than English.

(24) 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

(25) 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.

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

(27) 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 Recognition of Prior Learning (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)

(28) 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.

(29) 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](#).

Status and Details

Status	Current
Effective Date	1 September 2022
Review Date	1 September 2025
Approval Authority	Deputy Vice-Chancellor (Academic)
Approval Date	1 September 2022
Expiry Date	Not Applicable
Responsible Officer	Head, Student Engagement, Inclusion and Belonging
Responsible Executive	Deputy Vice-Chancellor (Academic)
Enquiries Contact	Manager, Graduations and Student Engagement
Documents Superseded by this Schedule	Academic Statements Schedule Approved 19 December 2018
Amendment History	Minor amendments including format updates to Schedule, insertion of clause numbers and URL updates.
Relevant Policy	Academic Statements Policy