

Award Nomenclature, Certification and Issuance Policy

Purpose and Scope

This Policy establishes how the University's qualifications and awards are to be named, certified and issued.

Senate initially approved the layout and design of Degree and Diploma Certificates [S/58/1977 – 28/4/77 (Bachelors); S/189/1977 – 27/10/77 (Masters and PhDs) and S/16/1978 – 23/2/78 (inclusion of grade of Honours)].

The requirements of the Australian Qualifications Framework policies have been incorporated into this Policy.

For information on course structures and completion requirements please refer to the *Coursework Regulations* or *Graduate Research Degree Regulations* as appropriate.

For the titles of awards issued by the University please refer to the University Handbook.

This policy applies to all staff and students.

Objectives

- To provide consistency in award and course terminology.
- To establish the formats for Testamurs and other forms of certification given the range of award types.

Policy

1. AWARD NOMENCLATURE

New Award Titles require the approval of Academic Council.

The field of study or discipline used in the title of an Award shall describe the main focus of the course of study leading to it.

1.1. AQF Level 5: Diploma

- 1.1.1. Diploma qualifications shall be titled: *Diploma of <Field of study/Discipline>*

1.2. AQF Level 7: Bachelor Degrees

- 1.2.1. Bachelor Degree qualifications shall be titled: *Bachelor of <Field of study/Discipline>*

1.3. AQF Level 8: Graduate Certificates and Diplomas, and Honours Degrees

- 1.3.1. Graduate Certificate qualifications shall be titled: *Graduate Certificate in <Field of study/Discipline>*

For example:

Graduate Certificate in Community Development

- 1.3.2. Graduate Diploma qualifications shall be titled: *Graduate Diploma in <Field of study/Discipline>*

For example:

Graduate Diploma in Plant Biosecurity

- 1.3.3. Honours qualifications, whether a separate qualification following a 3 year Bachelor Degree or embedded within a 4 or more year Bachelor Degree, will normally take the title of the corresponding Bachelor Degree appended with 'Honours'.

For example:

Bachelor of Arts Honours

Bachelor of Engineering Honours

1.4. AQF Level 9: Masters Degrees

- 1.4.1. The title Master of Philosophy is used for the 100% research degree. The field of study or discipline will be recorded only on student transcripts.

- 1.4.2. Masters Degrees other than the Master of Philosophy shall be titled: Master of <Field of study/Discipline>

(i) Research Masters with Training students will nominate, at the time of submission of their thesis, a fieldname that unambiguously describes their field of study or discipline in accordance with clause 1.4.4. The fieldname will become part of the Award Title, e.g. Master of Chemistry (Research).

(ii) Masters Degrees will be identified as either Masters or Masters by Research.

For example:

Master of Education

Master of Education (Research)

- 1.4.3. For a restricted group of professions, the AQF provides for the title of Extended Masters to be varied (e.g. Doctor of Veterinary Medicine). Proposals for a variation to Murdoch award titles under this provision must meet the conditions of use set out in the AQF Qualifications Issuance Policy.

- 1.4.4. For the Research Masters with Training, the fieldname shall be selected in accordance with the following:

(i) The fieldname is to be nominated by the student, in consultation with the supervisor, for approval by the Dean of Graduate Studies, who is the final arbiter of the appropriateness of fieldnames.

- (ii) Fieldnames must be no more than 30 characters (including spaces) and use only plain English letters and numbers (foreign alphabets or symbols are not permitted).
- (iii) Fieldnames will normally be at the level of generality and intelligibility of a discipline or interdisciplinary field. This means that they will generally approximate the nearest major. Examples of appropriate fieldnames are Biology, Chemistry, Economics, Environmental Science, History, Journalism, Sociology, Sustainable Development.

The fieldname is not a sub-field (e.g. environmental chemistry), nor a Thesis title.

- (iv) Where the name chosen duplicates the title of any existing Murdoch Masters Degree, clause 1.2.1 will apply.
- (v) For more interdisciplinary fields of study, consideration will be given to a limited number of additional fieldnames (e.g. Urban Planning, Environmental Policy). An explicit case for consideration of these must be made to the Dean of Graduate Studies.

Selected fieldnames should be notified to the Manager Graduate Research by completing the appropriate form.

1.5. AQF Level 10: Doctoral Degrees

- 1.5.1. The Doctoral Degree (Research) is titled *Doctor of Philosophy* (PhD). The field of study or discipline will be recorded only on student transcripts.
- 1.5.2. Doctoral Degree (Professional) titles shall reflect the professional content and course structure.

2. **CERTIFICATION AND ISSUANCE**

2.1. On graduation, students will be issued with the following certification:

- A Testamur;
- A Statement of their Academic Record

- 2.1.1. The University will not issue a “Statement of Attainment” (as described in the AQF Qualifications Issuance Policy) other than by way of the Statement of Academic Record.
- 2.1.2. Students who enrol in and successfully complete Combined Bachelor Award Courses are awarded two Testamurs; one for each degree.
- 2.1.3. Students enrolled in nested award suites may request to be awarded a qualification within the suite, where they have satisfied all completion requirements for the course specified as leading to it.
- 2.1.4. All other students will be issued with certification for the award in which they are enrolled at the time of graduation.
- 2.1.5. The re-issuing of any of these documents, where the reason for re-issuing is not the fault of the University, will incur a fee.

- 2.2. Certification is to be protected from fraudulent use through a range of security measures (e.g. watermark, special bleach protected paper, use of the University seal, etc.) which are to be reviewed from time to time.

In the event that Academic Council rescinds an award, the associated issued certification will be recalled.

2.3. All Testamurs

The following standard information shall appear on Diploma, Bachelor Degree, Graduate Certificate, Graduate Diploma, Masters Degree and Doctoral Degree Testamurs:

- Name of Issuing Authority, Murdoch University
- Name of Graduate
- The statement “having fulfilled all requirements of the Statutes and Regulations has this day been awarded the”
- Award Title
- Date on which Academic Council approved conferral of the Award
- The signatures and titles of the Chancellor and Vice Chancellor
- The Murdoch University Seal.

Examples of the various formats of Testamurs are provided in Attachments.

2.3.1. Undergraduate Degrees and Majors

- (i) Where a Bachelor Degree is offered with multiple majors, the Testamur shall list up to two Major(s) successfully completed by the student as part of the degree. The Primary Major will be listed first.

Example, for single majors:

Bachelor of Arts

Asian Studies

Example, for double majors:

Bachelor of Arts

Asian Studies

Australian Indigenous Studies

- (ii) Where a Bachelor Degree has a specific title and only a single major is available (e.g. Bachelor of Nursing, Bachelor of Laws), the Testamur will not include the title of the major.

- (iii) For a Bachelor Degree where the student has successfully completed a further major within the course options, the Testamur shall list up to two Majors.

Examples including an additional major from outside a Bachelor Degree with a generic title:

Bachelor of Arts

History

Environmental Science

Bachelor of Science

Environmental Science

History

Examples including an additional major outside a Bachelor Degree with a specific title:

Bachelor of Nursing

Psychology

Bachelor of Engineering

Renewable Energy Engineering

Environmental Science

2.3.2. Award with Distinction or High Distinction

- (i) When a Bachelor Degree with a specific title is awarded with Distinction or Higher Distinction, the Testamur shall indicate this.

For example:

Bachelor of Engineering with High Distinction

Renewable Energy

Bachelor of Laws with Distinction

2.3.3. Honours

- (i) Testamurs for the award of Honours in a Bachelor Degree with a generic title have the major area detailed.

For example:

Bachelor of Arts Honours

First Class

History

- (ii) Testamurs for the award of Honours in a Bachelor Degree with a specific title do not have the major area detailed.

For example:

Bachelor of Nursing

First Class Honours

2.3.4. Graduate Awards with Majors

- (i) For Graduate Awards with majors, the Testamur shall list one major successfully completed by the student.

For example:

Master of Information Technology

Information Technology Management

2.3.5. Exceptions to Extended Masters titles

- (i) Where the AQF allows the title '*Juris Doctor*' or '*Doctor of...*' for an Extended Masters, the Testamur will include the statement "AQF level 9 Masters Degree".

2.3.6. Master of Philosophy and Doctor of Philosophy

- (i) The Testamur of *Master of Philosophy* and *Doctor of Philosophy* graduates will include the Award Title without any fieldname.

2.3.7. Collaborative Awards

- (i) Where the Degree is an approved Collaborative Award, the Testamur shall, in addition to the Murdoch Crest, include the crest(s) of the other collaborating institution(s).

2.3.8. Joint Doctoral Degree (Research) or Cotutelle Agreement

- (i) Where the Degree is awarded under a Joint Doctoral Degree (Research) or Cotutelle Agreement, the Testamur shall include the following statement "The research project leading to the award of this Degree was conducted under a Joint Doctoral Degree (Research)/Cotutelle [delete as appropriate] Agreement between Murdoch University and the "PARTNER" [insert name of institution]".
- (ii) The Murdoch Crest may be included on the Partner institution's Testamur, and vice versa, by mutual agreement.

2.3.9. Awards Taught in a Language Other than English

- (i) Where the Award is taught in a language other than English the language of instruction is to appear on the Testamur and the Statement of Academic Record.

2.4. Statement of Academic Record (Academic Transcript)

- 2.4.1. In addition to the Statement of Academic Record provided free of charge on Graduation, students may purchase further copies of their Academic Record at any time during or after the completion of their degree.
- 2.4.2. The Statement of Academic Record (Academic Transcript) is a complete record of a student's studies at Murdoch University.
 - (i) The Statement of Academic Record includes details of the courses completed; the awards conferred; the majors and minors completed, in addition to the study period and results for units completed as part of each course.
 - (ii) The Statement of Academic Record will indicate whether the course is completed or incomplete.
 - (iii) The Statement of Academic Record cannot be produced for an individual course.
 - (iv) If a unit is taught and assessed in a language other than English the language of instruction will be noted on the Statement of Academic Record.

Governance

Approval Authority	Academic Council
Owner	President Academic Council
Legislation mandating compliance	
Category	Primarily academic
Related University Legislation and Policy Documents	<i>Coursework Regulations</i> <i>Graduate Research Degrees Regulations</i> <i>Statute No. 4 - Degrees, Diplomas and Certificates</i>
Date effective	08/08/2023
Review date	23/11/2025

References

Australian Qualifications Framework, <http://www.aqf.edu.au/>

Revision History

Approved/Amended	Date Approved	Resolution No. (if applicable)
Administrative Amendment	02/07/2024	
Administrative Amendment	20/02/2024	
Administrative Amendment	08/08/2023	
Approved	23/11/2022	AC/118/2022
Administrative Amendment	30/11/2021	
Approved	16/06/2021	AC/47/2021(v)(b)
Approved	17/03/2021	AC/18/2021(i)(ii)
Approved	29/01/2020	AC/08/2020

Approved	15/11/2017	AC/144/2017(iii)
Rescinded AC/120/2016(i)	15/11/2017	AC/144/2017(iv)
Approved	14/09/2016	AC/120/2016(i)
Rescinded AC/148/2014(i)	14/09/2016	AC/120/2016(ii)
Attachments approved by Assoc Director Student Registry	27/03/2015	
Approved	05/11/2014	AC/148/2014(i)
Rescinded AC/74/2014(i)	05/11/2014	AC/148/2014(ii)
Approved	25/06/2014	AC/74/2014(i)
Rescinded AC/100/2013	25/06/2014	AC/74/2014(ii)
Approved	22/05/2013	AC/100/2013
Rescinded AC/102/2012(ii)	22/05/2013	AC/100/2013
Approved	13/06/2012	AC/102/2012(ii)
Rescinded AC/159/2009	13/06/2012	AC/102/2012(iii)
Amended	04/11/2009	AC/159/2009
Amended	28/01/2009	AC/26/2009
Amended	08/08/2007	AC/102/2007
Amended	01/11/2006	AC/133/2006
Amended	18/05/2005	AC/68/2005
Amended	13/04/2005	AC/48/2005
Amended	21/07/2004	AC/125/2004
Rescinded	21/07/2004	AC/48/2004(i)
Approved	17/03/2004	AC/48/2004

Attachments

1.1.1
DIPLOMA

Murdoch University Crest

Student's Name

having fulfilled all requirements of the Statutes and Regulations has this day been awarded the

Award Title

Chancellor Signature

Chancellor

Vice Chancellor Signature

Vice Chancellor

The University Seal will be placed here.

Given under the Seal of
Murdoch University, Perth,
Western Australia, this [date in words]

2.3.1(i) Example 1
GENERIC BACHELOR DEGREE WITH ONE MAJOR

Murdoch University Crest

Student's Name

having fulfilled all requirements of the Statutes and Regulations has this day been awarded the

Generic Award Title
Major

Chancellor Signature

Chancellor

Vice Chancellor Signature

Vice Chancellor

The University Seal will be placed here.

Given under the Seal of
Murdoch University, Perth,
Western Australia, this [date in words]

2.3.1(i) Example 2
GENERIC BACHELOR DEGREE WITH DOUBLE MAJORS

Murdoch University Crest

Student's Name

having fulfilled all requirements of the Statutes and Regulations has this day been awarded the

Generic Award Title
Major X (Primary)
Major Y

Chancellor Signature
Chancellor

Vice Chancellor Signature
Vice Chancellor

The University Seal

Given under the Seal of
Murdoch University, Perth,
Western Australia, this [date in words]

2.3.1(i) Example 3
GENERIC BACHELOR DEGREES WITH MULTIPLE MAJORS

Murdoch University Crest

Student's Name

having fulfilled all requirements of the Statutes and Regulations has this day been awarded the
Degree of

Generic Award Title

Major X (Primary)

Major Y

Major Z

Chancellor Signature

Chancellor

Vice Chancellor Signature

Vice Chancellor

The University Seal

Given under the Seal of
Murdoch University, Perth,
Western Australia, this [date in words]

2.3.1(ii)
BACHELOR DEGREE OFFERED WITH A SINGLE MAJOR

Murdoch University Crest

Student's Name

having fulfilled all requirements of the Statutes and Regulations has this day been awarded the

Award Title

Chancellor Signature

Chancellor

Vice Chancellor Signature

Vice Chancellor

The University Seal will be placed here.

Given under the Seal of
Murdoch University, Perth,
Western Australia, this [date in words]

2.3.1(iii) Example 1
BACHELOR DEGREE WITH A FURTHER MAJOR
FROM DIFFERENT BACHELOR DEGREE

Murdoch University Crest

Student's Name

having fulfilled all requirements of the Statutes and Regulations has this day been awarded the

Award Title
Major X (Primary)
Major A (Different Degree)

Chancellor Signature

Chancellor

Vice Chancellor Signature

Vice Chancellor

The University Seal

Given under the Seal of
Murdoch University, Perth,
Western Australia, this [date in words]

2.3.1(iii) Example 2
BACHELOR DEGREE WITH SPECIFIC TITLE
AND MAJOR FROM DIFFERENT DEGREE

Murdoch University Crest

Student's Name

having fulfilled all requirements of the Statutes and Regulations has this day been awarded the

Award Title
Major Y

Chancellor Signature

Chancellor

Vice Chancellor Signature

Vice Chancellor

The University Seal will be placed here.

Given under the Seal of
Murdoch University, Perth,
Western Australia, this [date in words]

2.3.2(i)
BACHELOR DEGREE WITH SPECIFIC TITLE AWARDED
WITH DISTINCTION OR HIGH DISTINCTION

Murdoch University Crest

Student's Name

having fulfilled all requirements of the Statutes and Regulations has this day been awarded the

Award Title with Distinction/High Distinction
Major X

Chancellor Signature

Chancellor

Vice Chancellor Signature

Vice Chancellor

The University Seal

Given under the Seal of
Murdoch University, Perth,
Western Australia, this [date in words]

2.3.3(i)
GENERIC DEGREE WITH HONOURS

Murdoch University Crest

Student's Name

having fulfilled all requirements of the Statutes and Regulations has this day been awarded the

Award Title Honours
Honours Level
Major

Chancellor Signature

Chancellor

Vice Chancellor Signature

Vice Chancellor

The University Seal will be placed here.

Given under the Seal of

Murdoch University, Perth,

Western Australia, this [date in words]

2.3.3(ii)
DEGREE WITH SPECIFIC TITLE WITH HONOURS

Murdoch University Crest

Student's Name

having fulfilled all requirements of the Statutes and Regulations has this day been awarded the

Award Title Honours
Honours Level

Chancellor Signature

Chancellor

Vice Chancellor Signature

Vice Chancellor

The University Seal

Given under the Seal of
Murdoch University, Perth,
Western Australia, this [date in words]

2.3.4
GRADUATE AWARD WITH SPECIALISATION

Murdoch University Crest

Student's Name

having fulfilled all requirements of the Statutes and Regulations has this day been awarded the

Award Title
(Specialisation)

Chancellor Signature

Chancellor

Vice Chancellor Signature

Vice Chancellor

The University Seal

Given under the Seal of
Murdoch University, Perth,
Western Australia, this [date in words]

2.3.5
EXTENDED MASTERS WITH 'JURIS DOCTOR' OR 'DOCTOR OF'

Murdoch University Crest

Student's Name

having fulfilled all requirements of the Statutes and Regulations has this day been awarded the

Award Title

Chancellor Signature

Chancellor

Vice Chancellor Signature

Vice Chancellor

The University Seal

Given under the Seal of
Murdoch University, Perth,
Western Australia, this [date in words]

(This qualification is an AQF level 9 Masters degree)

2.3.6
FORMAT OF MASTER OF PHILOSOPHY AND DOCTOR OF PHILOSOPHY DEGREES

Murdoch University Crest

Student's Name

having fulfilled all requirements of the Statutes and Regulations has this day been awarded the Degree of

Award Title

Chancellor Signature

Chancellor

Vice Chancellor Signature

Vice Chancellor

The University Seal

Given under the Seal of
Murdoch University, Perth,
Western Australia, this [date in words]

2.3.7
FORMAT OF COLLABORATIVE AWARDS

Murdoch University Crest

Student's Name

having fulfilled all requirements of the Statutes and Regulations has this day been awarded the Degree of

Award Title

Chancellor Signature

Chancellor

Vice Chancellor Signature

Vice Chancellor

Other University's crests will go here

The University Seal

Given under the Seal of
Murdoch University, Perth,
Western Australia, this [date in words]

**The Research Project leading to the award
of this degree was conducted under a
Joint Doctoral Degree (Research/Cotutelle
Agreement) between Murdoch University
and the 'Partner'.**

2.3.8
AWARDS TAUGHT IN A LANGUAGE OTHER THAN ENGLISH

Murdoch University Crest

Student's Name

having fulfilled all requirements of the Statutes and Regulations has this day been awarded the Degree of

Award Title

Chancellor Signature

Chancellor

Vice Chancellor Signature

Vice Chancellor

The University Seal

Given under the Seal of

Murdoch University, Perth,

Western Australia, this [date in words]

(language of instruction – “insert language of instruction”)

Please refer to the electronic copy in the Policy and Procedure Manager to ensure you are referring to the latest version.