

AWARD NOMENCLATURE, CERTIFICATION AND ISSUANCE POLICY

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Purpose:

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.

Audience:

Staff, 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.

Definitions:

Any defined terms below are specific to this document. The definition of common terms appears in the Murdoch University Dictionary of Terms.

There are no terms.

Policy Statement:

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 and Australian Higher Education Graduate Statements (AHEGS).

- 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 and AHEGS.

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; and
- An Australian Higher Education Graduation Statement (AHEGS) for their award.

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 is offered with only a single major (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, the Statement of Academic Record and the AHEGS.

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.

2.5. Australian Higher Education Graduate Statement (AHEGS)

AHEGS will be issued in accordance with the Australian Government's 'Guidelines for the presentation of Australian Higher Education Graduation Statements'. The AHEGS will indicate whether the Masters is a research, coursework or extended Masters qualification. An example of the format for an AHEGS for a Bachelor Degree is provided in Attachments to this policy.

Related Documents:

[Coursework Regulations: Effective from 1 January 2018](#)

[Graduate Research Degrees Regulations](#)

[Statute No. 4 - Degrees, Diplomas and Certificates](#)

References:

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

Approval and Implementation:

Approval Authority:	Academic Council
Responsible Officer(s):	Secretary to Academic Council
Approval Authority for supporting procedures:	The Manager Student Records

Approval Authority for supporting guidelines:	There are no supporting guidelines.
Approval Authority for supporting standards:	There are no supporting standards.
Contact Officer:	Secretary to Academic Council

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