

# Procedure: Academic statements

## Purpose

This procedure sets out the University's processes in relation to the content, issuance and amendment of academic statements.

## Definitions

**Academic statements** – include Graduation Statements, Academic Transcripts, and Testamurs.

**Graduation Statement** – An Australian Higher Education Graduation Statement (AHEGS), as specified by the Commonwealth describing: the award conferred to the graduate; selected achievements of the graduate; the University and; the Australian higher education system.

**My eEquals** - My eEquals is an online service that allows universities to issue secure digital records so that the recipients of those records (students and graduates) can access and share them with third parties. My eEquals contains the University's certified academic statements. [<https://www.myequals.edu.au/>]

**Official Academic Transcript** – A record of an individual's academic history at ANU.

**Testamur** – A certificate representing the conferral of an award.

**Unofficial Academic Transcript** – A record of an individual's academic history at ANU including supplementary information required to monitor the student's academic progress and for internal use only.

## Procedure

1. The University's academic statements are official documents and remain the property of the University. They are issued, reissued, altered or withdrawn at any time on the authority of and in accordance with the rules and policies of the University.
2. The University issues academic statements:

- a. to the individual student/graduate only and not to a third party without authorisation by the student/graduate in writing unless otherwise required for official or legal (e.g. sub poena) reasons, in accordance with the Privacy Act (1988);
  - b. in digital format through My eEquals online portal platform and/or hard copy;
  - c. within a reasonable period in respect of inherent production timeframes.
3. The University regards graduation as a public event and the University's Register of Graduates is thus a public document, and the University verifies upon request that a particular Award has been conferred upon an individual by the University.
  4. Academic statements which refer to Awards rescinded or surrendered under the relevant policy and procedure are destroyed upon recovery by the University.
  5. The content of academic statements is given in Table 1.
  6. Authority to amend academic statements is given in Table 2.
  7. The Registrar may appoint a delegate to authorise routine amendments to official academic transcripts and graduation statements that do not affect impact, such as the amendment of a web address or correction of a typographical error.

## **Testamurs**

8. A digital and hard-copy testamur is issued to a graduand at the time of graduation and to a graduate in a reasonable timeframe where graduation is *in absentia*.
9. A joint testamur is issued only in the case of a formal written agreement with a partner institution(s) that is approved by the Vice-Chancellor and specifies that a joint testamur is to be issued.
10. A replacement hard-copy testamur is reissued upon application and with evidence that satisfies the Registrar that the original has been permanently lost, damaged or destroyed.
11. A corrected testamur is reissued on authorisation of the Registrar and only after the incorrect hard-copy testamur has been surrendered to the University and destroyed. A corrected digital testamur will rescind and replace the previous version.
12. Replacement/corrected testamurs are issued in the format current at the time of reissue and state the both the date of printing as well as date of conferral. As a consequence, signatories to the replacement/corrected testamur may be different from those on the original testamur.

## Academic Transcripts

13. A student/graduate is issued an official academic transcript either in hard copy or digitally by the University through My eQuals upon application. The issuing of an official academic transcript will rescind and replace a previous version if it exists through My eQuals.
14. An official academic transcript is made available to graduates digitally by the University through My eQuals upon or after issuance of a testamur.

## Graduation Statements

15. Graduation statements are provided digitally by the University through My eQuals upon or after issuance of a testamur.
16. Graduation statements are available only to graduates who graduated in December 2009 or later.

**Table 1: Content of academic statements**

<b>Testamur</b>	<p>The Australian National University arms.</p> <p>The Australian National University seal, embossed and crimped.</p> <p>Graduate's legal name (excluding title). Date of conferral.</p> <p>Name of Award with any relevant coursework augmentation.</p> <p>Award exit standard if relevant (excluding honours level). Date of issue (if different from date of conferral).</p> <p>A unique document number (testamur number). Signatures of the Chancellor and Vice-Chancellor.</p> <p>Language of instruction – for any parts of a program of study or assessment that was taught in a language other than English, excluding courses designed for language</p>
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	acquisition and development.
<b>Joint</b> testamur awarded <b>for</b> completion of a <b>program</b> that requires 50 percent or more of the total EFTSL to be completed at a partner institution	<p>All content for testamur (above).</p> <p>Signatures of the delegates of the partner institution and or the arms of the partner institution (as specified in the joint program agreement)</p> <p>Any further items specified in the joint program agreement with the partner institution.</p> <p>Language of instruction – for any parts of a program of study or assessment that was taught in a language other than English, excluding courses designed for language acquisition and development.</p>
<b>Joint</b> testamur awarded <b>for</b> completion of a program that requires 33 to 49 percent of the total <b>EFTSL</b> to be completed at a partner institution	<p>All content for testamur (above)</p> <p>The statement: <i>THIS IS TO CERTIFY THAT FOLLOWING THE COMPLETION OF AN APPROVED PROGRAM OF STUDY IN PARTNERSHIP WITH &lt;PARTNER INSTITUTION&gt;</i></p> <p>Any further items specified in the joint program agreement with the partner institution.</p> <p>Language of instruction – for any parts of a program of study or assessment leading to the qualification that was taught in a language other than English, excluding courses designed for language acquisition and development.</p>
<b>Official</b> academic	Student/graduate's legal name (excluding title) and

<p>transcript <b>(as at the time of issuance)</b></p>	<p>student ID number.</p> <p>All courses undertaken at ANU including unit values, all recorded grades and marks, any failed courses or courses withdrawn from after the relevant census date.</p> <p>All programs undertaken at ANU in which the student/graduate was effectively enrolled, including those active, approved, awarded, discontinued or excluded from, including any relevant Augmentations and Specialisations.</p> <p>A notation of “Excluded” adjacent to any program from which the/graduate student is excluded.</p> <p>All completed majors, minors and specialisations.</p> <p>All course credit counted toward a program (noting that Marks will not be recorded for courses credited).</p> <p>Thesis title for any sub-thesis or thesis of 18 units or more.</p> <p>Award exit standard if relevant.</p> <p>Honours level and final honours mark (honours degrees only).</p> <p>Merit based scholarships and prizes administered by ANU.</p>
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	<p>Grade-point-average across each relevant career (undergraduate, graduate coursework, higher degree research).</p> <p>Language of instruction – for any parts of a program of study or assessment leading to the qualification that was taught in a language other than English, excluding courses designed for language acquisition and development.</p>
<p><b>Graduation</b> statement (as at time of graduation)</p>	<p>All mandatory content specified in the <i>Guidelines for the Presentation of the Australian Higher Education Graduation Statement</i>.</p> <p>All completed majors, minors and specialisations for the Award.</p> <p>Award exit standard (if relevant). Honours level (honours degrees only).</p> <p>Merit based scholarships and prizes administered by the University.</p> <p>Thesis title (any sub-thesis or thesis of 18 units or more). Thesis abstract (research degrees only).</p> <p>Positions of President and Vice-President of the University Student Associations (if relevant).</p> <p>Language of instruction – for any parts of a program of study or assessment leading to the qualification that was taught in a language other than English, excluding courses designed for language acquisition and</p>

	development.
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**Table 2: Authority to amend academic statements**

Authority	Amendment
University Council	Presentation of testamurs
Vice-Chancellor	Presentation of official academic transcripts Presentation of graduation statements
Registrar	Content of official academic transcripts Details within a testamur (corrections only) Details within official academic transcripts

## Document information

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Subtopic	
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Responsible Officer	Registrar, Student Administration ( <a href="mailto:registrar@anu.edu.au">registrar@anu.edu.au</a> )
Approved By	Deputy Vice-Chancellor (Academic) ( <a href="mailto:dvc.academic@anu.edu.au">dvc.academic@anu.edu.au</a> )
Contact Area	Division of Student Administration and Academic Services ( <a href="mailto:policy.regs@anu.edu.au">policy.regs@anu.edu.au</a> )
Authority	Australian Qualifications Framework Higher Education Standards Framework (Threshold Standards) 2021
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