

5. IMPORTANT INFORMATION

DEFINITIONS AND CONDITIONS

A replacement testamur is a replacement for a testamur issued by Central Queensland University (including its predecessor institutions the Queensland Institute of Technology (Capricornia), the Capricornia Institute of Advanced Education, the University College of Central Queensland, and the University of Central Queensland).

- 1.1 A replacement testamur will be produced using the pro forma current at the time of issue of replacement, and incorporate the current relevant signatories and seal.
- 1.2 Where the original testamur was lost in transmission; or was defective or damaged when issued and is returned to the University within 8 weeks from the distribution date and a replacement is requested, the replacement testamur will carry no endorsement, subject to the University's investigation. In all other cases, a replacement testamur will be endorsed as follows: "This testamur is a replacement for a testamur issued under the Common Seal of the (institution name) on (date, month and year appearing on original certificate)".
- 1.3 The date printed on an endorsed replacement testamur will be the date of the printing of the replacement testamur.
- 1.4 A replacement testamur will be issued in the following circumstances:
 - 1.4.1 Where the original testamur has been damaged and is returned to the University;
 - 1.4.2 Where the original testamur has been damaged or lost and a Statutory Declaration* is submitted to the University;
 - 1.4.3 Where a Change of Name has occurred, the original testamur (or a Statutory Declaration*), together with certified copies of proof of name change documents, is provided to the University. Accepted forms of proof of name change include certified copies of: birth certificate, marriage certificate, certificate of divorce, endorsed passport showing previous and current names or evidence of name change, or change of name certificate. Note: The University's Student Records System will be updated with the Name Change;
 - 1.4.4 Where the original has been destroyed in accordance with the University's Retention and Disposal Schedule.

FEES

- 1.1 A replacement testamur will be issued free of charge where the original was damaged or defective as issued and is returned to the University within 8 weeks from the distribution date and subject to the University's investigation.
- 1.2 A replacement testamur will be issued free of charge where the original was lost in transmission and a Statutory Declaration* is provided.
- 1.3 A fee in accordance with the University's Schedule of Fees will be charged in all other cases.

* The Statutory Declaration must affirm and detail the damage to, or loss of, the testamur. Graduates who live in countries that do not have Statutory Declarations in their legal system must prepare a statement affirming and detailing the damage or loss to the original testamur and have this statement witnessed and stamped by a notary public, police officer, magistrate, solicitor or Australian Consulate official.

Reference: Testamurs Policy and Testamurs Procedures (http://policy.cqu.edu.au/Policy/policy_list.do)

A STATUTORY DECLARATION UNDER THE STATUTORY DECLARATIONS ACT 1959 MAY BE MADE BEFORE

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|---|----------------------|---------|--------------------|----------------------|-------|-------------|-----------------|------------|-----------------|--------------|----------------------|--------------------|--|---|
| <p>(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:</p> <table border="0"><tr><td>Chiropractor</td><td>Dentist</td></tr><tr><td>Legal practitioner</td><td>Medical practitioner</td></tr><tr><td>Nurse</td><td>Optometrist</td></tr><tr><td>Patent attorney</td><td>Pharmacist</td></tr><tr><td>Physiotherapist</td><td>Psychologist</td></tr><tr><td>Trade marks attorney</td><td>Veterinary Surgeon</td></tr></table> | Chiropractor | Dentist | Legal practitioner | Medical practitioner | Nurse | Optometrist | Patent attorney | Pharmacist | Physiotherapist | Psychologist | Trade marks attorney | Veterinary Surgeon | <p>(c) exercising his or her function in that place</p> <p>Employee of the Commonwealth who is:</p> <ol style="list-style-type: none">(a) in a country or place outside Australia; and(b) authorised under paragraph 3 (c) of the Consular Fees Act 1955; and <p>(c) exercising his or her function in that place</p> <p>Fellow of the National Tax Accountants' Association</p> <p>Finance company officer with 5 or more years of continuous service</p> <p>Holder of a statutory office not specified in another item in this list</p> <p>Judge of a court</p> <p>Justice of the Peace</p> <p>Magistrate</p> <p>Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961</p> <p>Master of a court</p> <p>Member of Chartered Secretaries Australia</p> <p>Member of Engineers Australia, other than at the grade of student</p> <p>Member of the Association of Taxation and Management Accountants</p> <p>Member of the Australian Defence Force who is:</p> <ol style="list-style-type: none">(a) an officer; or(b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or(c) a warrant officer within the meaning of that Act <p>Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants</p> <p>Member of:</p> | <ol style="list-style-type: none">(a) the Parliament of the Commonwealth; or(b) the Parliament of a State; or(c) a Territory legislature; or(d) a local government authority of a State or Territory <p>Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961</p> <p>Notary public</p> <p>Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public</p> <p>Permanent employee of:</p> <ol style="list-style-type: none">(a) the Commonwealth or a Commonwealth authority; or(b) a State or Territory or a State or Territory authority; or(c) a local government authority; with 5 or more years of continuous service who is not specified in another item in this list <p>Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made</p> <p>Police officer</p> <p>Registrar, or, Deputy Registrar, of a court</p> <p>Senior Executive Service employee of:</p> <ol style="list-style-type: none">(a) the Commonwealth or a Commonwealth authority; or(b) a State or Territory or a State or Territory authority <p>Sheriff</p> <p>Sheriff's Officer</p> <p>Teacher employed on a full-time basis at a school or tertiary education institution</p> |
| Chiropractor | Dentist | | | | | | | | | | | | | |
| Legal practitioner | Medical practitioner | | | | | | | | | | | | | |
| Nurse | Optometrist | | | | | | | | | | | | | |
| Patent attorney | Pharmacist | | | | | | | | | | | | | |
| Physiotherapist | Psychologist | | | | | | | | | | | | | |
| Trade marks attorney | Veterinary Surgeon | | | | | | | | | | | | | |
| <p>(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or</p> | | | | | | | | | | | | | | |
| <p>(3) a person who is in the following list:</p> <p>Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public</p> <p>Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)</p> <p>Bailiff Bank officer with 5 or more continuous years of service</p> <p>Building Society Officer with 5 or more years of continuous service</p> <p>Chief Executive Officer of a Commonwealth Court</p> <p>Clerk of a Court Commissioner</p> <p>Affidavits Commissioner for Declarations</p> <p>Credit union officer with 5 or more years of continuous service</p> <p>Employee of the Australian Trade Commission who is:</p> <ol style="list-style-type: none">(a) in a country or place outside Australia; and(b) authorised under paragraph 3 (d) of the Consular Fees Act 1955; and | | | | | | | | | | | | | | |

6. STATUTORY DECLARATION

COMMONWEALTH OF AUSTRALIA

STATUTORY DECLARATION STATUTORY DECLARATIONS ACT 1959

(1) Insert the name, address and occupation of the person making the declaration

I,

1 Name

Address

Occupation

do solemnly and sincerely declare under the Statutory Declarations Act 1959

(2) Set out the matter declared to in numbered paragraphs

2

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.

(3) Signature of the Person making the declaration

3 Signature

(4) Place Declared at

4 Place

(5) Day on (6) Month of

5 Day

6 Month

(7) Signature of the person before whom the declaration is being made

Before me

7 Signature

(8) Full name and qualification and address of the person before whom the declaration is made (in printed letters)

1 Name

Address

Qualification

NOTE 1 - A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of four years – see section 11 of the Statutory Declarations Act 1959.

NOTE 2 - Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 – see section 5A of the Statutory Declarations Act 1959.