
Award Nomenclature and Academic Records Policy

Policy/Document Approval Body:	Academic Board
Date Created:	7 th May 2010
Policy Custodian:	Dean of Engineering
Policy Contact:	Accreditation Manager
File Location:	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures
Location on EIT website:	http://www.eit.edu.au/organisation-policies
Review Period:	Three years
Revision No:	7
Date of Revision:	2 July 2018
Date Approved:	2 November 2018
Date Commenced:	5 November 2018

1.0 Purpose

The purpose of this policy is to provide direction on higher education course award nomenclature and academic records.

2.0 Scope

This policy is relevant for all EIT higher education academic and administrative staff.

3.0 Introduction

This policy applies to the awarding of higher education course awards and processes for conferral of awards and academic records.

4.0 Objectives

EIT is committed to ensuring that:

- Qualifications, other than higher doctoral or honorary qualifications, are awarded only if a course of study leads to the award of that qualification and all of the requirements of the course of study have been fulfilled by graduands.
- Documentation and certification meets all relevant standards and is:
 - protected against fraudulent issue
 - traceable and authenticable
 - designed to prevent unauthorised reproduction
 - replaceable by EIT through an authorised and verifiable process
- Awardees of qualifications are issued with authorised certification documentation including a testamur and a record of results

5.0 Implementation

5.1 Graduation requirements

Qualifications, other than higher doctoral or honorary qualifications, are awarded only if a course of study leads to the award of that qualification and all of the requirements of the course of study have been fulfilled by graduands.

If core subjects have been discontinued or credit points have changed, then the Academic Board must have regard to these changes and ensure that a student is not disadvantaged when determining their eligibility to graduate.

5.2 Award Nomenclature

The title of the award is approved during the course development process according to the Course Development Policy and as approved and accredited by TEQSA, and as it appears on the National Register. The award title shall reflect the course content and represent the broad discipline or field of study. It shall also adhere to professional body accreditation requirements where relevant, such as Engineers Australia.

The nomenclature of awards takes the following forms:

- Bachelor of Science (<Specialisation>)
- Graduate Diploma of <Main Area> (<Specialisation>)
- Master of <Main Area> (<Specialisation>)

In the case of Industrial Automation, a nomenclature example is:

- Graduate Diploma of Engineering (Industrial Automation).

5.3 Certification Documentation

All certification documentation will be produced according to the Threshold Standards and the AQF Qualification Issuance Policy, and will contain EIT's company seal and logo.

Awardees of qualifications are issued with authorised certification documentation including a testamur and a record of results that include and/or state correctly:

- the name of the registered higher education provider issuing the documentation i.e. Engineering Institute of Technology
- EIT's registered higher education provider number (PRV14008)
- EIT's company seal and logo
- the full name of the person to whom the documentation applies (i.e. student name/graduate)
- Student identification number
- the date of issue/award/conferral
- the name and office of the person(s) authorised by EIT to issue the documentation and their signatures (i.e. the Dean and/or the Chair of the Governance Board)

All certification documentation issued by EIT is:

- unambiguously issued by EIT
- readily distinguishable from other certification documents issued by EIT
- protected against fraudulent issue
- traceable and authenticable
- designed to prevent unauthorised reproduction, and
- replaceable by EIT through an authorised and verifiable process.

Certification documentation will be provided to graduates through the following means:

1. collection by the student from an EIT office. The student is required to provide photographic identification such as a driver's license or a student card and must complete a collection form; or
2. collection by another person (agent) on behalf of the student. Written authorisation is required from the student and the agent must provide relevant photographic identification; or
3. posting to the graduate by registered mail/traceable courier service.

Graduates are entitled to retain certification documentation once they have been issued unless the:

- AQF qualification builds on a lower level qualification in the same discipline at EIT i.e. students enrolled in a Masters degree with a nested Graduate Diploma as an exit point after the first year of study will only be entitled to receive certification documentation for the Graduate Diploma if they choose to exit after the first year of study. If they complete the Masters degree they will receive a testamur for the Masters degree only. If students have already received certification documentation for the lower level qualification (i.e. Graduate Diploma) and continue on at a later date to complete the higher level qualification (i.e. Masters) they must surrender the original certification documentation for the lower level qualification before the certification documentation for the higher level qualification can be issued.
- AQF qualification is revoked under the terms of EIT.

5.3.1 Testamurs

Testamurs state correctly, in addition to the requirements for all certification documentation stated above:

- the full title of the qualification awarded, including the field or discipline of study
- any subsidiary component of the qualification (such as integrated honours, an area of specialisation or a major study), and
- Testamur identification number
- if the qualification is recognised in the Australian Qualifications Framework, the testamur is certified with either the logo of the Australian Qualifications Framework or the words, 'This qualification is recognised within the Australian Qualifications Framework'

- the statement "having fulfilled the requirements prescribed by the Institute is granted the ..."
- The date that the Governance Board approved conferral of the Award
- 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.

5.3.2 Record of Results

A record of results is an official record of all learning completed by a student which leads to an AQF qualification or an accredited unit(s) in which a student is enrolled and/or has completed.

An authorised record of results will be issued to students for the units undertaken when they have met all of the eligibility requirements to be conferred an award or to students who have undertaken one or more units of study that do not lead to the award of a qualification. EIT will ensure that a record of results cannot be mistaken for a testamur for a full AQF qualification.

A record of results will state correctly, in addition to the requirements for all certification documentation stated above:

- a. the full name of all courses and units of study undertaken and when they were undertaken and completed
- b. credit granted through recognition of prior learning or other credit including dates, name of institution, and other relevant information
- c. the weighting of units within courses of study
- d. the grades and/or marks awarded for each unit of study undertaken and, if applicable, for the course overall
- e. where grades are issued, an explanation of the grading system used
- f. Grade Point Average (GPA)
- g. where a course of study includes a significant particular focus of study such as honours, an area of specialisation or a major study, a definition of that component of significant focus, and
- h. any parts of a course or units of study or assessment that were conducted in a language other than English, except for the use of another language to develop proficiency in that language.

A Record of Results issued to a student for partial completion of an award can be signed by the Dean only. When a RoR is issued as part of graduation documents after the completion of an award it will be signed by the Dean and Chair of the Governance Board.

5.3.3 Explanation of Grade Notations Shown on a Record of Results

Notation	Grade Definition	Percentage range	GPA Value
HD	High Distinction: Excellent	85 to 100%	4
D	Distinction: Very Good	75 to 84%	3
C	Credit: Good	65 to 74%	2
P	Pass	50 to 64%	1
F	Fail	0 to 49%	0.3
FE	Failed Exam: Failed exam or other mandatory requirement of unit completion	0%	0.3
FW	Fail Withdrawn: Formally withdrawn from a unit after the census date	N/A	N/A
W	Withdrawn: Formally withdrawn from a unit before the census date	N/A	N/A

5.4 Testamur Issuance Register

Details of all original and replacement testamurs are recorded by EIT on a 'Graduate Register'. If the original testamur has been returned for any reason, it will be retained in EIT's archive system for a period of seven years.

5.5 Re-issue / Replacement of Certification Documentation

The Dean may approve the re-issue or replacement of a testamur and/or record of results when the original is:

- *Lost, stolen, mislaid or destroyed:* In this case the affected student must submit a completed 'Replacement Testamur Application' form to EIT which must be accompanied by a Statutory Declaration indicating the reason for needing a replacement testamur.
- *Damaged:* In this case the affected student must submit a completed 'Replacement Testamur Application' form to EIT which must be accompanied by the original damaged certification documentation. This must be received by EIT prior to issue of the replacement. A Statutory Declaration is not required.
- *Required because of a change of name:* In this case the affected student must submit a completed 'Replacement Testamur Application' form to EIT which must be accompanied by certified copies of proof of name change documents (e.g. marriage certificate) and the original certification documentation. .

A statement will be included on the bottom of the replacement testamur indicating that the testamur has been replaced or re-issued and the date on which it was re-issued. A new unique testamur identification number will be allocated to the replacement testamur and will be added to the graduate's student record. The date of original issue/award/conferral will also be included.

Students requiring the replacement of certification documentation must complete and submit all necessary documentation together with the stated replacement fee and a Statutory Declaration if required. The replacement certification documentation will be issued on receipt of payment and all required supporting documentation.

A student who applies for a replacement testamur in the event of the loss of the original, must sign an agreement that if subsequently the original document is located, the replacement testamur must be returned to EIT.

Appeals against a decision not to re-issue or replace a testamur may be lodged with the Dean, who will submit it to the Chair of the Academic Board for consideration.

The scheduled fee will be reviewed when the Award Nomenclature and Testamur Policy is reviewed every three years to ensure it covers the cost associated with printing and replacing or re-issuing the testamur. The fee will be indicated on EIT's website.

5.6 Requesting a Record of Results before completion of an award

An 'unofficial' record of results listing a student's completed units and grades can be requested by a student at any time during their period of study by contacting their Learning Support Officer. Unofficial records of results do not have the EIT company seal or an authorising signature from the Dean or Chair of the Governance Board. The unofficial record of results will be signed by a Learning Support Officer or the Higher Education Manager. Unofficial records of results are not accepted as official certification documentation. This type of request won't attract a fee.

An official record of results (as described in the 'Record of Results' section of this policy) can be requested at any time after a student has completed one or more accredited units during their course of study. This type of request will attract a fee due to the administrative requirements to prepare it.

An official record of results issued to a student for partial completion of an award will be signed by the Dean only.

6.0 Definitions

Australian Qualifications Framework (AQF): The [Australian Qualifications Framework](#) is Australia's national policy for regulated qualifications. The AQF encompasses higher education, vocational education and training and school education. It provides for national recognition and a consistent understanding of what defines each qualification type.

Certification documentation: the set of official documents that confirms that a qualification has been completed and awarded to an individual.

National Register - Refers to the National Register of Higher Education Providers. The Register was established and is maintained under section 198 of the TEQSA Act.

Recognition of prior learning – an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual's application for credit.

Record of results – a record of all learning leading to an AQF qualification or an accredited unit in which a student is enrolled. This may be called a 'transcript of results', 'academic transcript', 'record of achievement', or 'statement of results'.



Testamur – a testamur is an official certification document that confirms that a qualification has been awarded to an individual. In Australia this may be called an ‘award’, ‘parchment’, ‘laureate’ or ‘certificate’.

Unit: a unit is a discrete unit of study and a combination of unit make up a course of study.

Essential Supporting Documents:

Australian Qualifications Framework requirements: www.aqf.edu.au

Higher Education Standards Framework (Threshold Standards) 2015

Related Documents:

EIT Replacement Testamur application form and statutory declaration