

## AWARD NOMENCLATURE AND ACADEMIC RECORDS POLICY

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### 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 meet all relevant standards and is:
  - protected against fraudulent issue;
  - traceable and authenticable;
  - designed to prevent unauthorised reproduction; and
  - 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:

- Undergraduate Certificate in XXX
- Bachelor of Science (<Specialisation>)
- Graduate Certificate in XXX
- Graduate Diploma of <Main Area> (<Specialisation>)
- Master of <Main Area> (<Specialisation>)
- Doctor of Engineering

### **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, and
- the name and office of the person(s) authorised by EIT to issue the documentation and their signatures (i.e., the Dean and 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. Students can't choose to receive a lower-level qualification if they have the intent of continuing on with the higher-level degree which builds on the lower-level degree without taking a break in study of at least one semester. If they complete the Masters degree they will receive a testamur for the Masters degree only. 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 (RoR)

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:

- the full name of all courses and units of study undertaken and when they were undertaken and completed
- credit granted through recognition of prior learning or other credit including dates and other relevant information
- the weighting of units within courses of study
- the grades and/or marks awarded for each unit of study undertaken (including failed units) and, if applicable, for the course overall
- where grades are issued, an explanation of the grading system used
- Grade Point Average (GPA) and Weighted Average Mark (WAM)
- 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
- 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

Notation	Grade Definition	Percentage range	GPA Value
<b>D</b>	Distinction: Very Good	75 to 84%	3
<b>C</b>	Credit: Good	65 to 74%	2
<b>P</b>	Pass	50 to 64%	1
<b>F</b>	Fail	0 to 49%	0.3
<b>FE</b>	Failed Exam: Failed exam or other mandatory requirement of unit completion	0%	0.3
<b>FT</b>	Failed Thesis: Failed exam or other mandatory requirement	0%	0.3
<b>FW</b>	Fail Withdrawn: Formally withdrawn from a unit after the census date	N/A	N/A
<b>A</b>	Achieved: Achieved the learning outcomes of an ungraded unit	N/A	N/A
<b>CT</b>	Credit Transfer: Credit awarded for previous completion of the unit in another course	N/A	N/A
<b>RPL</b>	Recognition of Prior Learning: Exemption granted based on prior learning and/or experience	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 HE Support. 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 member of the Higher Education team. 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 or Deputy Dean.

## **6.0 Definitions**

Please refer to the EIT Glossary that can be found [here](#) for all definitions used in this document.

## **7.0 Related Documents**

- Credit and Recognition of Prior Learning Policy.HE
- EIT Replacement Testamur Application Form and Statutory Declaration.HE
- Higher Education Fees Policy.HE

- Records Management Policy and Procedure.DS
- Student Complaints, Grievances and Appeals Policy.HE
- Student Complaints, Grievances and Appeals Procedure.HE

## 8.0 Related Legislation

The following legislation is relevant to this policy, however not all are mandatory for education providers:

- [Freedom of Information Act 1992 \(WA\)](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2021 \(Cwth.\)](#)
- [Privacy Act 1988 \(Cwth.\)](#)
- [Tertiary Education Quality and Standards Agency Act 2011 \(Cwth.\)](#)

## 9.0 Accountabilities

The Academic Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.