



EYNESBURY
COLLEGE

**CERTIFICATION
DOCUMENTATION
ISSUANCE
POLICY**

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SECTION A - INTRODUCTION

A.1 Purpose

The purpose of this policy is to provide information regarding the certification documentation students are entitled to receive as a result of successful study.

A.2 Scope

This policy applies to all current and previous students of any of the programs operated by Eynesbury College. It does not cover students in Eynesbury Senior College.

A.3 Definitions

Word/Term	Definition
Board of Examiners	Internal committee responsible for reviewing and approving final marks for related programs
Certification documentation	Combination of documents that a student receives when graduating from their program
Conferral	The granting of an award in recognition of academic achievement
Graduate (eligible to)	Successful completion of the requirements for a qualification
Non award	Study that does not lead to a qualification
Module	A single unit of study that counts towards completion of a program
Program	An approved combination of approved modules in which a student is enrolled
Qualification	The program/module as accredited by the relevant approval body
Record of Results	A document listing all the modules and programs in which a student has been or is enrolled in, together with achieved results. It may also be called a 'Statement of Results', 'Academic Transcript,' 'Transcript of Academic Record' or 'End of Term Report'
Testamur	The official document that is issued when a qualification is awarded. It may also be called an 'award', 'parchment', 'laureate' or certificate'

A.4 Acronyms

Abbreviation	Phrase or Word
AQF	Australian Qualifications Framework
BoE	Board of Examiners
ELICOS	English Language Intensive Courses for Overseas Students
FLP	Foundation Levels Programs
FSP	Foundation Studies Program
HEP	Higher Education Programs

SECTION B - POLICY STATEMENT

B.1 Principles

Students who are successful in completing part, or all, of their program of study are entitled to receive documentation recognising and confirming their achievement.

B.2 Policy

1 Issuance of certification documentation

1.1 Australian Qualification Framework Awards

1.1.1 Students who are issued a qualification will receive:

- a Testamur, and
- Record of Results

1.1.2 Students who complete part of the requirements of their qualification will receive a Record of Results upon request.

Non-awards

English Language Intensive Courses for Overseas Students (ELICOS)

1.1.3 Upon partial or successful completion of the study program, students will receive:

- a Certificate, and/or
- Record of Results

Foundation Studies Programs (FSP)

1.1.4 Students who complete all the module requirements will receive:

- a Testamur, and
- Record of Results

Other non-awards

1.1.5 Students will receive a Record of Results.

2 Graduation Eligibility (HEP and FLP)

2.1 The Higher Education Programs (HEP) Board of Examiners (BoE) has delegated authority from the Academic Board to approve Diploma students who are eligible to graduate and confer their qualification and confirm grades for relevant non-awards.

2.2 The Foundation Levels Programs (FLP) BoE has delegated authority from the Academic Board to approve eligible students, undertaking FSP, including UniStart non-awards, for progression.

2.3 In accordance with the **Navitas Delegation of Authority and Authority Limits Policy and Procedure**, the College Director has delegated authority to sign Testamurs and Statements of Academic Record.

2.4 Certification documentation will be distributed to students at the graduation ceremony. If a student is not at the ceremony their documents will be available for collection after conferral or can be posted upon request.

3 Completion eligibility (ELICOS)

- 3.1** The ELICOS BoE has delegated authority from the Academic Board to approve eligible students for progression.
- 3.2** Certification documentation will be distributed at the module completion ceremony (last day of study). If a student is not at the ceremony their documents will be available for collection after conferral or can be posted upon request.

4 Requests for replacement certification documentation

- 4.1** Students may request replacement certification documents by completing the Application for Documents form at any time. There is a cost for this service.

5 Qualifications Records

- 5.1** A record will be maintained of all qualifications that have been issued to graduates.

SECTION C - GOVERNANCE

C.1 Responsibility

Identification	Certification Documentation Issuance Policy
Policy Owner	Academic Director Director of Studies
Approving Authority	Eynesbury Academic Board
Initial Issue date	September 2013
Directory Location	Policies, Eynesbury, Academic Directorate

C.2 Version Control

Current Version Number	3.3
Date of Effect	8/2019
Review Date	11/2020
Privilege Level	Public

C.3 Legislative and Organisational Context

Name
Australian Qualifications Framework
ELICOS National Standards
Higher Education Standards Framework (Threshold 2015)

SECTION D - PROCEDURE

D.1 Related Procedures

Certification Documentation Issuance Procedure

Navitas Delegation of Authority and Authority Limits Procedure

D.2 Related Policies

AQF Qualification Issuance Policy

Navitas Delegation of Authority and Authority Limits Policy