



EYNESBURY
COLLEGE

**CERTIFICATION
DOCUMENTATION
ISSUANCE PROCEDURE**

SECTION D - PROCEDURE

Related Policy

Certification Documentation Issuance Policy

D.1 Procedure

Responsible	Procedure Steps		W/I
	1	Issuance of certification documentation	
		HEP and FSP	
Academic Directorate	1.1	Upload grades to student management system.	
	1.2	At the end of each study period generate a graduate results report for presentation to the relevant Board of Examiners (BoE).	
	1.3	Present the graduate results report to the relevant BoE.	
HEP BoE	1.4	Review student results and those eligible to graduate and confer their qualifications. Approve the progression of eligible non-award students.	
FLP BoE	1.5	Review student results and approve those eligible to progress.	
Student and Academic Services (SAS)	1.6	Run the graduation report.	
Academic Directorate	1.7	Release results to the student portal for HEP students and advise Student and Academic Services of the outcome.	
SAS	1.8	Send Academic Transcript to SATAC for local students as required.	
	1.9	Email the Academic Transcript to FSP students.	
	1.10	Print the Testamurs and Academic Transcript for FSP, and HEP award students. Print Academic Transcript for HEP non-award students.	
	2	ELICOS	
Academic Directorate	2.1	At the end of each study period produce a summary list of results of the Academic English classes.	
	2.2	Present the summary list of the results of the academic English classes to the ELICOS BoE.	
ELICOS BoE	2.3	Review the summary list of results and approve students eligible to progress.	
Academic Directorate	2.4	Advise Academic Support of the outcome.	

Responsible	Procedure Steps		W/I
SAS	2.6	Print the Certificates and Records of Results.	
Academic Directorate	2.7	Distribute Certificates and Records of Results at the ELICOS completion ceremony.	
	4	Academic Transcript for award program not completed	
Student	4.1	Submit the Application for Documents form to Student and Academic Services and pay the required fee.	
	5	Request for replacement of certification documentation	
Student	5.1	Submit the Application for Documents form to Student and Academic Services and pay the required fee.	

D.2 Supporting Documentation

Related material	Location
None	

Form templates	Location
Academic Transcript (ELICOS, HEP, FSP)	Generated through student management system
Certificate (of completion) (ELICOS, HEP, FSP)	Generated through student management system
Certificate (of participation) (ELICOS)	Generated through student management system

Records (including completed forms)	Location
Summary Lists	Student & Academic Services
Graduation reports	Student & Academic Services
Graduate results reports	Student & Academic Services
Report of Student Completions	Student & Academic Services
Application for documents	Student & Academic Services

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: <https://bit.ly/2OQrJEU>

D.3 Version Control

Current Version Number	2.0
Date of Effect	6/2019
Privilege Level	Public