



University of  
South Australia

Centre for  
English Language

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# CERTIFICATION DOCUMENTATION ISSUANCE POLICY

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## SECTION A - INTRODUCTION

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### 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 covers all students of the:

- South Australian Institute of Business and Technology (SAIBT)
- Centre for English Language in the University of South Australia (CELUSA)

### A.3 Definitions

Word/Term	Definition
Board of Examiners	A Board of Examiners (BoE) is a committee that is constituted for each award course to ensure the assessment and determination of performance of each student enrolled in that course is conducted in a fair and equitable manner
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
Module	A single unit of study that counts towards completion of a program
Graduate (eligible to) graduate	Successful completion of the requirements for a qualification
Non-award	Study that does not lead to a qualification
Program	The container for a group of Modules that are to be completed in order to be eligible for an Award. The structure of a Program is defined in the Study Plan
Qualification	The award bestowed on a student after successfully completing a Program
Statement of Academic Record	A document listing student results attained to date. It may also be called a 'Statement of Results', 'Academic Transcript', 'Student Achievement Report' or 'Transcript of Academic Record'
Testamur	The official certificate confirming completion of an award under the Australian Qualifications Framework. 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
CELUSA	Centre for English Language in the University of South Australia
ELICOS	English Language Intensive Courses for Overseas Students
SAIBT	South Australian Institute of Business and Technology

## SECTION B - POLICY STATEMENT

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### 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 Qualifications Framework (AQF) Awards

**1.1.1** Students who are issued a qualification will receive:

- a Testamur, and
- Statement of Academic Record

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

##### Non-awards

##### English Language Intensive Courses for Overseas Students (ELICOS)

**1.1.3** Upon partial or successful completion, students will receive:

- a Testamur for the highest level achieved, and
- Statement of Academic Record

**1.1.4** Students who exit a program prior to completing any assessment can request a letter confirming the period of their enrolment.

##### Other non-awards

**1.1.5** Upon completion of study students will receive a Statement of Academic Record.

#### 2 Protection of certification documentation against fraud

**2.1** All certificate documentation in connection with accredited awards is protected against fraud in the following methods that include:

- Ensuring the Award documentation displays the signature and the office of the signatory authorised to issue the award.
- The full name of the graduate, the date of issue and the full title of the award.
- Printing Testamurs and Statement of Academic Record on paper with security features:
  - SAIBT certificate documentation includes the SAIBT seal, the SAIBT/UniSA logo and the AQF logo.
  - CELUSA certificate documentation includes the UniSA logo and a unique certificate number.

#### 3 Graduation and progression eligibility

- 3.1** The SAIBT/CELUSA Board of Examiners (BoE) has delegated authority from the SAIBT/CELUSA Academic Board to approve SAIBT students who are eligible to graduate and confer their qualification and confirm grades for other non-awards
- 3.2** The SAIBT/CELUSA Board of Examiners has delegated authority from the SAIBT/CELUSA Academic Board to approve eligible students undertaking ELICOS for progression.
- 3.3** Certification documentation will be available for collection four weeks after qualification conferral or can be posted upon request.
- 3.4** Certification documentation can be requested immediately if required.

#### **4 Replacement of certification documentation**

- 4.1** Students may request a replacement certification documents by completing the Application for Documents form. 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

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### C.1 Responsibility

<b>Identification</b>	Certification Documentation Issuance Policy
<b>Policy Owner</b>	Academic Director, SAIBT/CELUSA
<b>Approving Authority</b>	SAIBT/CELUSA Academic Board
<b>Initial Issue date</b>	September 2013
<b>Directory Location</b>	Policies, SAIBT, Academic Directorate

### C.2 Version Control

<b>Current Version Number</b>	4.0
<b>Date of Effect</b>	05/2024
<b>Review Date</b>	05/2027
<b>Privilege Level</b>	Public

### C.3 Legislative and Organisational Context

<b>Name</b>
<a href="#">Australian Qualifications Framework</a>
<a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a>
<a href="#">ELICOS National Standards</a>

## **SECTION D - PROCEDURE**

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### **D.1 Related Procedures**

Certification Documentation Issuance Procedure

### **D.2 Related Policies**

AQF Qualification Issuance Policy