CERTIFICATION DOCUMENTATION ISSUANCE POLICY

Contents

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 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

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   Graduation and progression eligibility

2.1   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.

2.2   The SAIBT/CELUSA Board of Examiners has delegated authority from the SAIBT/CELUSA Academic Board to approve eligible students undertaking ELICOS 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 available for collection four weeks after qualification conferral or can be posted upon request.

2.5   Certification documentation can be requested immediately if required.

3 Replacement of certification documentation

3.1 Students may request a replacement certification documents by completing the Application for Documents form. There is a cost for this service.

4 Qualifications Records

4.1 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, SAIBT Director of Studies, CELUSA
Approving Authority	SAIBT/CELUSA Academic Board
Initial Issue date	September 2013
Directory Location	Policies, SAIBT, Academic Directorate

C.2   Version Control

Current Version Number	v3.0
Date of Effect	8/2019
Review Date	11/2023
Privilege Level	Public

C.3   Legislative and Organisational Context

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

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