
Academic Transcript Policy

Academic Policy Group

1 Purpose

The University provides several types of official statement regarding the academic record of individual students, including academic transcripts and degree certificates. This Policy defines these different statements and sets out the ways in which they may be used in order to ensure that the information provided by the University regarding individual student records is appropriate and consistent.

2 Organisational Scope

This is a University-wide policy.

3 Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Academic Transcript:	The official record of a student's study at Victoria University.
Attendance Certificate:	A certificate stating that the student has attended a non-credit-bearing course offered by the University.
Certificate of Completion:	A certificate confirming that a student has satisfied the requirements of a qualification, issued in the period before the qualification is conferred or awarded by Council. (Previously referred to as "short certificate".)
Certificate of Completion Paper:	Pre-printed paper incorporating an approved background design. The back of the paper is blank.
Certificate of Proficiency:	A certificate stating that a student has passed an individual course not credited to a qualification.
Certificate of Achievement:	A certificate containing some but not all of the information shown on an academic transcript. It is a less formal format, and the categories of information included can be adjusted within certain parameters to suit the student's wishes.
Qualification Certificate:	The official certificate bearing the University's seal stating that the student has been awarded the qualification by the University Council. (Sometimes referred to at other institutions as a "parchment".)
Transcript Paper:	Pre-printed paper incorporating an approved background design. Information on the Victoria University grading system is pre-printed on the back of the paper.

University's Common Seal: A red embossed emblem incorporating a representation of Queen Victoria seated, crowned and sceptred, surrounded by eight stars and enclosed in a circular band bearing the words 'Seal of Victoria University of Wellington', affixed by resolution of the University Council to some official documents of the institution.

4 Policy Content and Guidelines

4.1 General

(a) The University may issue the following official documents pertaining to a student's academic record:

- (i) Qualification certificate
- (ii) Certificate of proficiency
- (iii) Certificate of completion
- (iv) Academic transcript
- (v) Certificate of achievement
- (vi) Attendance certificate for short courses

Note: Procedures for issuing these documents are to be found in the Student Administration Manual, except that the issuing of qualification certificates and attendance certificates for short courses is managed by the Graduation Office.

(b) In accordance with the Fees Statute, any student with outstanding fees or charges may lose entitlement to receive any of the above official documents.

(c) Fees to be charged for the production of the above documents are defined in the Fees Statute and set by Council. In proposing an appropriate fee, account should be taken of the costs involved in staff time, transcript or certificate of completion paper and postage.

(d) In situations where the above official academic documents are to be issued:

- (i) jointly by Victoria University and another institution, or
- (ii) on the basis of courses undertaken at another institution that has subsequently merged with Victoria University, or
- (iii) within some other close inter-institutional arrangement,
- (iv) some variation to the provisions set out in this policy may be required. All such variations should be approved by the relevant authority within Victoria University, and approved by the partner institution.

4.2 Qualification certificate

(a) Each degree, diploma or certificate offered by the University has an approved qualification certificate.

(b) The wording on the graduation certificate for each programme is developed by the Graduation Office in consultation with relevant staff, and is approved by Council.

(c) The wording on qualification certificates includes the student's full legal name, the name of the qualification, the name of any major(s) or specialisation(s), any class of honours, or award of merit or distinction, and the date.

- (d) A student's qualification certificate is prepared by the Graduation Office, following application from the student, and confirmation by the relevant Faculty Student Administration Office that the qualification is complete.
- (e) A qualification certificate is prepared on cream goatskin parchment and is executed under the University's Common Seal.
- (f) A qualification certificate is issued when a qualification is conferred by Council and signed by the Chancellor and Vice-Chancellor in accordance with the Graduation Statute.
- (g) A student may only be issued with one copy of a qualification certificate. If that copy is lost, stolen or damaged, the student may apply for a duplicate copy to the Graduation Office.

Note: In accordance with the Fees Statute, a fee is charged for a duplicate copy of a qualification certificate. There is no charge for the original copy.

- (h) In the event that an amendment is required to a qualification certificate that has been issued, the Dean of the relevant faculty must forward a request, setting out the reasons and the action sought, for consideration by the Deputy Vice-Chancellor. If the amendment is justified the Deputy Vice-Chancellor will forward the request to the Secretary of Council for approval by Council. If it is clear that a processing error has occurred, the Faculty should point to steps that have been put in place to prevent it occurring again.

4.3 Certificate of proficiency (COP)

- (a) A certificate for a COP course that has not been credited towards a Victoria University qualification may be issued by the Faculty Student Administration Office and signed by an authorising officer under delegated authority from Council (see Appendix 5).
- (b) Certificates of Proficiency must conform to the wording and format approved by the Convener of the Academic Committee (refer to Appendix 1).
- (c) Certificates of proficiency are to be issued on official certificate of completion paper.

No fee is charged for issuing a certificate of proficiency.

4.4 Certificate of completion

- (a) A certificate of completion is a document stating that the student is entitled to be awarded a specified qualification. It is issued by the Faculty Student Administration Office and signed by an authorising officer under delegated authority from Council (see Appendix 5).
- (b) A certificate of completion is intended only as interim confirmation that a qualification is completed, and so may only be issued to a student during the period after completion of their qualification requirements and before the qualification is conferred by Council.
- (c) Certificates of completion must conform to the wording and format approved by the Convener of the Academic Committee (refer to Appendix 2).
- (d) Certificates of completion are to be issued on official certificate of completion paper.

Note: In accordance with the Fees Statute, a fee of \$5 is charged for a certificate of completion. Additional copies requested at the same time are charged at \$2 each.

4.5 *Academic transcript*

- (a) An academic transcript is prepared in the relevant Faculty Student Administration Office, printed on approved transcript paper and signed by an authorising officer under delegated authority from Council (see Appendix 5).
- (b) In accordance with the Privacy Act 1993, the release of an academic transcript to a third party must be authorised by the student in writing.
- (c) Academic transcripts contain the following information, and must conform to the format approved by Academic Committee (refer to appendix 3):
 - (i) Personal information including legal name, Victoria University student ID number and entrance qualification;
 - (ii) All credit-bearing courses taken at Victoria University, including any failed courses, and all instances of repeated courses;
 - (iii) All Victoria University qualifications completed or conferred;
 - (iv) Statement about completion of requirements for any majors, combined majors or specialisations;
 - (v) A full record of any Victoria University credit granted for previous study. Where the study was undertaken in the context of a formal inter-institutional agreement, grades for the courses taken at the other institution may be included as comments where appropriate.
 - (vi) Titles of any theses, and information on dates of provisional registration, and confirmation;
 - (vii) Titles of any dissertations or research reports worth 60 points or more may be included at the discretion of the faculty.
 - (viii) Scholarships and prizes administered by the Victoria University Scholarships Office.
- (d) The following information is not to be included:
 - (i) Date of birth;
 - (ii) Title (Mr, Ms, Dr etc);
 - (iii) Courses in which the student is currently enrolled;
 - (iv) Any courses from which the student was permitted to withdraw;
 - (v) Courses taken under the concessionary fees provisions;
 - (vi) Working comments such as those relating to restrictions or prerequisite exemptions except where these are necessary to understand the transcript;
 - (vii) Disciplinary or other sensitive comments.

Note: In accordance with the Fees Statute, a fee of \$10 is charged for an academic transcript. Additional copies requested at the same time are charged at \$2 each.

4.6 *Certificate of achievement*

- (a) A certificate of achievement contains some but not all of the information shown on an academic transcript, and may be issued to a student by the relevant Faculty Student Administration Office. The delegated authority from Council to sign academic transcripts applies also to certificates of achievement (see Appendix 5).

- (b) Certificates of achievement must conform to the wording and format approved by the Convener of the Academic Committee (refer to Appendix 4).
- (c) Certificates of achievement are to be issued on official certificate of completion paper.
- (d) As a minimum, an achievement record must show:
 - (i) The student's legal name;
 - (ii) Victoria University student ID number
 - (iii) The statement "A certificate of achievement records only courses passed. It is not an academic transcript".
- (e) The student may request the following information to be included or removed:
 - (i) Failed courses;
 - (ii) Repeated courses;
 - (iii) Courses passed for a particular qualification;
 - (iv) Birth date;
 - (v) Preferred name;
 - (vi) Scholarships and prizes.

Note: Currently no fee is charged for issuing a certificate of achievement, but this may change from 2007.

4.7 Attendance certificate for short courses

- (a) The University offers a range of non-credit-bearing courses, including courses offered through the Centre for Continuing Education and other professional development courses. Such courses may not be included in any of the above documents, but can be recognised with an attendance certificate.
- (b) An attendance certificate may be issued by the Graduation Office or, with the approval of the Graduation Office, by a School or Student Administration Office.
- (c) An attendance certificate is normally prepared on cream goatskin parchment, and is signed by the Programme Director.
- (d) The format of attendance certificates must be approved by the Graduation Office in consultation with the School or Student Administration Office concerned.
- (e) There is no charge for an attendance certificate.

5 Legislative Compliance

The University is required to manage its policy documentation within a legislative framework. The legislation directing this policy is the:

Privacy Act, 1993

6 References

NZVCC, APNZ and NZCTE (July 1996) Privacy Guidelines for Tertiary Institutions,

Fees Statute

Graduation Statute

Victoria University of Wellington Student Administration Manual (2005)

7 Appendices

Included in a separate document – [Click Here](#)

- Appendix 1: Example of certificate of proficiency
- Appendix 2: Example of certificate of completion
- Appendix 3: Examples of academic transcript
- Appendix 4: Example of certificate of achievement
- Appendix 5: Authorising officers

8 Approval Agency

Academic Board

9 Approval Dates

- This policy was originally approved on: 16 November 2006
- This version was approved on: 16 November 2006
- This version takes effect from: 16 November 2006
- This policy will be reviewed by: 1 November 2009

10 Policy Sponsor

Assistant Vice Chancellor (Academic)

11 Contact Person

The following person may be approached on a routine basis in relation to this policy:

Jenny Christie
Senior Academic Policy Adviser
Ext 5191