

Awards Regulations - Academic Transcripts and Online Statement of Results Procedure

Section 1 - Purpose / Objectives

(1) This procedure provides direction around the provision of academic transcripts and on-line statements of results for completed students of all Higher Education and Vocational Education Award courses.

Section 2 - Scope / Application

(2) A transcript is available to a student who has enrolled in a course at VU (award or non-award). The student does not need to have completed the course and it can be obtained at anytime during the year.

(3) Students who have completed an Award course are entitled to receive the following at the time of conferral:

- a. Testamur; and
- b. Official Academic Transcript; and
- c. AHEGS (for Higher Education graduates of Self Accredited Awards only).

Section 3 - Definitions

(4) Nil

Section 4 - Policy Statement

(5) Nil

Section 5 - Procedures

Part A - Roles/Responsibilities

Roles	Responsibility
(6) Student	a. Applies for academic transcripts as required by filling out the relevant form and going to a Student Service Centre, lodging a request via AskVU or mailing the Academic Transcript request form to Assessments & Completions. b. Pays the required fee if not a completing student. c. Pays the required replacement fee if another transcript is requested after receiving a free copy at completion.
(7) Student Services Centre	a. Accepts and processes the orders for the transcripts b. Arranges for the printing and distribution of transcripts to students.

Academic Transcript

(8) An Academic Transcript is produced on official Victoria University stationery with a unique security foil embedded in the paper. It represents a true account of all results achieved in each VU unit of study in which the student has been, or is currently, enrolled.

(9) Currently enrolled on-shore students can apply for an Academic Transcript for a fee by downloading the relevant form from the student portal.

(10) On-shore graduates can receive free of charge an Academic Transcript within the four week period after the graduation ceremony. After this time charges will apply for the production of multiple and replacement Academic Transcripts. Students attending a graduation ceremony will receive their Academic Transcript at the ceremony. Students not attending a graduation ceremony will receive their Academic Transcript through the post or by collecting it from a Student Service Centre.

(11) Offshore students will receive their Academic Transcript via the off campus administration when semester results are released. Additional copies are available and the standard transcript charges apply.

(12) Students can request to have an Academic Transcript replaced if their results have been altered since the first issue. Students must return the original transcript to the Student Centre and a new Academic Transcript will be issued. Off-shore students can post the request to the Student Centre.

(13) An Academic Transcript will be replaced for a fee if damaged, destroyed, stolen, lost, or as a result of a name change due to marriage, divorce or deed poll. The relevant form must be completed and can be downloaded from the student portal. If the Academic Transcript is to be replaced due to a name change, the student must follow appropriate processes to change their name in the enrolment system before requesting the replacement transcript.

(14) The cost of a new or replacement Academic Transcript is reviewed annually as part of the Student Services Ancillary fees.

(15) All information on academic transcripts, including the fees, is available at:
<http://www.vu.edu.au/student-life/exams-results/academic-transcripts> .

(16) Transcript requests pre 2001 can only be processed by the Assessments & Completions team.

(17) Transcripts can be sent to a third party as indicated on the Academic Transcript Request form.

(18) Academic transcripts and testamurs will indicate the language or languages of instruction where this has been fully or partially in a Language other than English (LOTE). The VU testamur will distinguish the language of course delivery, using the terms 'bilingually delivered in English and [name of LOTE]' or 'delivered in [name of LOTE]'. In every other respect, the testamur will conform with standard VU requirements.

Online Statement of Results

(19) The Online Statement of Results is an official Victoria University document that students can download from the student portal after results are released for that semester. However, most Institutions will require an Academic Transcript as official evidence of results.

(20) There is no limit on when, and how often, a student can access this information and there are no fees and charges for an Online Statement of Results.

Section 6 - Guidelines

(21) Nil

Status and Details

Status	Historic
Effective Date	16th December 2015
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