

Awards Regulations - Academic Transcripts Procedure

Section 1 - Summary

(1) This Procedure provides direction around the provision of academic transcripts for students of all Higher Education (HE) and Vocational Education and Training (VET) courses.

Section 2 - Accountability

Accountable / Responsible Officer	Role
Accountable Officer	Chief Student Officer
Responsible Officer	Director, Student Administration

Section 3 - HESF/ASQA/ESOS Alignment

(2) HESF: Standard 1.5 Qualifications and Certification

(3) [Standards for Registered Training Organisations \(RTOs\) 2015 \(Cth\)](#)

Section 4 - Scope

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

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

- a. Testamur;
- b. Official Academic Transcript;
- c. Australian Higher Education Graduation Statement (AHEGS) (for HE graduates only).

Section 5 - Definitions

(6) Academic Transcript

(7) Digital Version - Includes the same information as a hard copy Transcript but is provided to the student digitally, via a secure login. Students can share the login with potential employers or others as they choose.

Section 6 - Policy/Regulation

(8) Refer to [Awards Regulations 2018](#).

Section 7 - Procedures

Part A - Roles/Responsibilities

Roles	Responsibility
Student	Applies for academic transcript as required by lodging the relevant form. Pays the required fee if not a completing student. Pays the required replacement fee if another transcript is requested after receiving a free copy at completion.
VUHQ or Contact Centre	Accepts and processes orders for transcripts. Arranges for the provision of transcripts to students.
Assessments and Completions	Issues all graduating students with their completion credentials, including the academic transcript. Responsible for ensuring mechanisms are in place to reduce fraudulent reproduction of academic transcripts.

Part B - Academic Transcript

(9) Enrolled on-shore students can apply for an Academic Transcript for a fee by lodging the relevant form.

(10) On-shore graduates receive access to an Academic Transcript free of charge within the four-week period after the graduation ceremony. After this time charges will apply for the provision of multiple and replacement Academic Transcripts. Graduating students will receive access to their Academic Transcript after the ceremony.

(11) Offshore students will receive access to their Academic Transcript via the off campus administration centre 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 VUHQ or Contact Centre and a new Academic Transcript will be issued.

(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, deed poll or transition of gender. 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) If an award is revoked the Academic Transcript is also revoked and must be returned to the University, in accordance with the [Awards Regulations - Awards and Testamurs Procedure](#).

(15) The cost of an Academic Transcript is reviewed annually as part of the Student Services Ancillary fees.

(16) Transcript requests pre-2001 can only be provided in hard copy and are processed manually by the Assessments and Completions team.

(17) Academic Transcripts will include the following information:

- a. the name of the University;
- b. the full name of the person to whom the documentation applies;
- c. the date of issue;
- d. the name and office of the person authorised by the University to issue the documentation;
- e. the full name of courses and units undertaken and date(s) of study;
- f. any credit granted (e.g. advanced standing or recognition of prior learning);
- g. the weighting (credit points) of units;
- h. the grades and/or marks for each unit and, if applicable, the course overall;
- i. an explanation of the grading system used;
- j. where a course of study includes a significant particular focus of study such as honours, an area of specialisation or a major study, a definition of that component of significant focus;
- k. any parts of a course or units of study or assessment that were conducted in a language other than English, except for the use of another language to develop proficiency in that language.

Section 8 - Guidelines

(18) Nil

Status and Details

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