

Academic Records

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1.0 Purpose

The procedure identifies the requirements for certification documents issued in respect of award and non-award programs. It also sets out the processes for the surrender or replacement of certification documents that have been issued.

2.0 Scope

This procedure should be read in conjunction with the *Academic Awards and Graduations Policy* and *Graduations Procedure*. This procedure applies to award programs that lead to a qualification as described in the Australian Qualifications Framework (AQF) and non-award programs. The procedure applies to all students and graduates of the University.

The procedure does not apply to the granting of the Honorary Degree. Approval of these awards is governed by the *Honorary Degree Policy*.

3.0 Procedure

3.1 Certification documents for award programs

The certification documentation provided to a graduate includes the testamur and academic transcript, which are made available to graduates in a digital format through the University's certified documents online portal. The testamur is the only document provided in a paper-based format to a graduate at a graduation ceremony or following conferral. The University ensures sufficient information is provided on the certification documentation to authenticate and minimise its fraudulent use.

3.1.1 Testamur

The Griffith University testamur comprises a standard format and presentation of wording:

- **Common wording**

By the authority of the Council
Graduate **Name**
is hereby granted the
<AWARD TITLE>
under the common Seal of Griffith University
on the <date> day of <month, year>
Student number/Testamur number

- **Award title**

The award title shall be predominant on the testamur. In the case of programs with narrow titles, where additional information is appended to denote a significant disciplinary sub-category or professional area, the additional information shall be included underneath the award title in smaller print. For example:

BACHELOR OF SCIENCE
in
Environment

- **Honours**

The class and division of the award are recorded on testamurs. For example:

BACHELOR OF ARTS (HONOURS)
Class IIA

- **Language other than English**

Where a program, that is not for the purpose of learning the language, has been taught solely in a language other than English, or any part of a course or any assessment leading to the award of the qualification has been conducted in a language other than English, the language of instruction is recorded on the testamur. For example:

This award was achieved through instruction conducted in [Language].

- **Award achieved with Distinction**

A Distinction will be recorded on the testamur, appearing below the date for conferral of the award, and not forming part of the award title. For example:

This award was achieved with Distinction.

- **Majors**

For Bachelor and Masters degree programs, a statement indicating the major which a student has completed is included on the testamur.

A student may be awarded a Bachelor degree with a maximum of two majors. The Masters degree is normally awarded with one major, except where Programs Committee has approved the degree to be awarded with two majors. Each major is linked to a particular statement on the award testamur. For example:

This award was achieved with a major in X.

Where the program structure permits a student to complete the requirements of two majors the statement on the testamur shall reflect both majors. The majors are recorded on the testamur. For example:

This award was achieved with two majors, one in X and one in Y.

Where the prescribed academic plan and the award title are the same and there are no other majors within the program, the prescribed academic plan shall not be represented on the testamur.

- **Completion statement**

Awards conferred on 22 March 2024 and onwards shall include:

Successfully completed the requirements of the program on the
<date> day of <month> <year>.

- **Australian Qualifications Framework**

Awards conferred on 5 January 2015 and onwards shall include:

This award is recognised within the Australian Qualifications Framework.

Except where the qualification is not consistent with the Australian Qualifications Framework. In such cases, no notation is included on the testamur.

- **Signatories**

The signatures of the Vice Chancellor and the Chancellor and the titles of their office shall be included on the testamur as members of the Council authorised to issue the testamur.

- **Partnerships**

In the case of a program awarded in collaboration with another institution or group of institutions, the partnership will be recognised with a notation on the testamur appearing as a footnote. For example:

The research project leading to this degree was conducted in association with [name of institution].

3.1.2 Academic Transcript

An academic transcript is the record of a student's enrolment in an approved program or a course and is issued by the University.

On conferral of their award, all graduates receive an Official Academic Transcript in a digital format which is the record of all programs and courses in which they had enrolled at Griffith, the enrolment status in each program, credit awarded, the grade obtained for each course, Grade Point Average (GPA) (career and program) and Program GPA. In the case where a program has been taught solely in a language other than English, or any part of a course or any assessment leading to the award of the qualification has been conducted in a language other than English, the language of instruction is recorded on the transcript.

An Official Academic Transcript is issued as a statement of attainment to non-award students, at their request, who have recorded a grade in at least one course in which they were enrolled at the University.

During their studies, students may request an Unofficial Academic Transcript for the purpose of managing their studies. The Unofficial Academic Transcript comprises a record of all programs and courses in which the student had enrolled and is currently enrolled at Griffith University, the enrolment status in each program, credit awarded, the grade obtained for each course, GPAs (career and program), administrative grades and notations.

3.1.3 Academic Transcript Notations

Notations are recorded on the academic transcript for the purpose of describing the student's achievement and progress. A complete list of notations that may be recorded is included in [Appendix A](#).

All notations printed on the Official Academic Transcript will also appear on the Unofficial Academic Transcript.

3.2 Certification documents for non-award programs

Certification of non-award programs may be in the format of a hard-copy certificate, digital certificate or digital badge. The format for the certification of non-award programs is required to follow Griffith's corporate identity standards and include no reference to the AQF.

Certification awarded in conjunction with a third party may be jointly issued or may recognise a partnership arrangement as per *Section 3.8 of the Academic Awards Procedure*.

3.3 Surrender and replacement of certification documents

3.3.1 Testamurs

Surrender of paper-based testamurs is required in the following instances:

- the testamur is damaged and a replacement testamur is requested;
- the award is rescinded in accordance with Graduations Procedure; or
- the University Council has agreed to upgrade the award level of a program without changing the program's degree requirements.

Both replacement and substitute testamurs will be issued subject to the following conditions:

- a [Request for Replacement Testamur form](#) is completed in full;
- where the original certificate was defective, has been damaged or a change of name is required, the certificate is returned; and
- payment of the prescribed fee, where applicable.

A replacement testamur is to include the word 'Replacement'.

3.3.2 Official Academic Transcripts

Graduates may request additional and replacement paper-based Official Academic Transcripts. These will be issued subject to the following conditions:

- a Request for Official Academic Transcript form is completed in full; and
- payment of the prescribed fee.

3.3.3 Digital Badges

A digital badge may be re-issued to a student, on request.

4.0 Definitions

Award program is an approved course of study that leads to a qualification located at levels 5, 6, 7, 8, 9 or 10 of the Australian Qualifications Framework and meets the corresponding specifications (including the levels criteria and qualification type descriptors).

AQF qualification – a completed University accredited program of learning that leads to formal certification that a graduate has achieved the learning outcomes as described in the AQF.

AQF level – the nomenclature used in the AQF to demonstrate the relative complexity and/or depth of achievements and the autonomy required of graduates of AQF qualifications to demonstrate that achievement e.g. AQF level 1 has the lowest complexity and AQF Level 10 has the highest complexity.

Certification is the verification and authentication of a student's entitlement to an award.

Certification documentation is the set of official documentation (testamur and transcript) that accurately reflect the achievements of graduates, are authenticated and are secured against unauthorised modification through physical and/or electronic measures.

Conferral occurs when a student is admitted to an award of the University by an appropriate delegate¹ of Griffith University Council, certified through the provision of a testamur.

¹ Council (4/2012) resolved to delegate authority to the Deans (Learning and Teaching) of the relevant academic group to approve the granting of awards to undergraduate students, and coursework postgraduate students who have satisfied the academic requirements for the

Digital Badge/Certificate – electronic certification of the attainment, or successful demonstration, of a knowledge, skill, or behaviour. The certification is visual, available online and supported by evidence embedded as metadata that provides context, meaning, process and result of an activity.

Digitary – the service that provides the University's certified documents online portal enabling the secure issuing of digital certification documentation that graduates can access and share securely.

Field of study - refers to the main focus of the qualification.

Graduand is a student who has met the requirements for program completion but is yet to have the award conferred.

Graduate is a student who has satisfied the program completion requirements and whose award has been conferred.

Higher Degree Research (HDR) program refers to a Research Masters or Research Doctorate.

Nested qualifications - purposely designed qualifications that enable explicit articulation pathways and encompass more than one AQF level and/or qualification type.

Non-award program is an approved course of study that does not lead to an award of the University. The non-award program may comprise courses normally taken as part of an award program but is a non-AQF qualification. Non-award programs include micro-credentials, continuing education, executive education, professional development, tertiary preparation, enabling, and English Language Intensive Courses for Overseas Students (ELICOS) programs.

Program is an approved course of study. A student is admitted to a program.

Qualification type – the nomenclature used in the AQF to describe each category of AQF qualification e.g. Associate Degree, Graduate Certificate, Masters Degree (Coursework). Each qualification type is defined by a descriptor expressed as learning outcomes.

Testamur – the official certification document conferred by the University that confirms a qualification has been awarded to an individual.

Academic transcript - A transcript is a record of all learning leading to an AQF qualification or an accredited course in which a student is enrolled and is issued by the University.

award of a degree; and to the Dean, Griffith Graduate Research School to approve the granting of higher degree by research awards, and doctorates and higher doctorates by publication awards to candidates who have satisfied the requirements for the award of a degree.

APPENDIX A - NOTATIONS ON ACADEMIC TRANSCRIPTS

POLICY (IF APPLICABLE)	NOTATION ON ACADEMIC TRANSCRIPT	EXPLANATION	NOTING RECORDED ON THIS TYPE OF TRANSCRIPT	REMOVAL OF NOTATION (IF APPLICABLE)
ACADEMIC PROGRESS				
Academic Progress Procedure	Yellow Academic Progress Status	<ul style="list-style-type: none"> Student has a cumulative career GPA greater than or equal to 3.5 but less than 4, and their term GPA for the most recent teaching period is less than or equal to 3.5; or Student has failed 50% of their courses and has a cumulative career GPA greater than or equal to 3.5 	Unofficial	Retained until the student's academic progress status changes
Academic Progress Procedure	Orange Academic Progress Status	<ul style="list-style-type: none"> Student has a cumulative career GPA of less than 3.5; or Student has failed the same course two times; or Student has passed all courses in the most recent teaching period, but has a cumulative career GPA of less than 3.5 and one previous amber status 	Unofficial	Retained until the student's academic progress status changes
Academic Progress Procedure	Red Academic Progress Status	<ul style="list-style-type: none"> Student has failed a designated course; or Student has failed the same course three times; or 	Unofficial	Retained until the student's academic progress status changes

POLICY (IF APPLICABLE)	NOTATION ON ACADEMIC TRANSCRIPT	EXPLANATION	NOTING RECORDED ON THIS TYPE OF TRANSCRIPT	REMOVAL OF NOTATION (IF APPLICABLE)
		<ul style="list-style-type: none"> Student has a cumulative career GPA of less than 3.5 and at least one previous amber status 		
Academic Progress Procedure	Excluded for Failing Course Three Times	Excluded for failing a course three times or more.	Unofficial	Retained for a period of five years after the student has graduated or terminated their enrolment with the University.
Academic Progress Procedure	Excluded for Academic Reasons	Excluded for academic reasons.	Unofficial	Retained for a period of five years after the student has graduated or terminated their enrolment with the University.
Academic Progress Procedure	Excluded for Designated Course Failure	Excluded for failing a designated course.	Unofficial	Retained for a period of five years after the student has graduated or terminated their enrolment with the University.
DISCIPLINARY NOTATIONS				
Student General Conduct Procedure	Description of decision/s:	Any other disciplinary reason as provided for under the procedure (see section 3.7.5).	Unofficial / Official	

POLICY (IF APPLICABLE)	NOTATION ON ACADEMIC TRANSCRIPT	EXPLANATION	NOTING RECORDED ON THIS TYPE OF TRANSCRIPT	REMOVAL OF NOTATION (IF APPLICABLE)
Student General Conduct Procedure	Suspension from the University from X-Y	Suspended for Disciplinary Reasons.	Unofficial / Official	
Student General Conduct Procedure	Probationary Enrolment from X-Y	Probationary Enrolment for Disciplinary Reasons.	Unofficial / Official	
Student General Conduct. Student Breaches of Academic Integrity Procedure	Excluded for Disciplinary Reasons	Excluded for Disciplinary Reasons.	Official	<p>Where students excluded on disciplinary grounds are readmitted, the noting shall be removed from their Official Academic Transcript and be retained on their Unofficial Academic Transcript for a period of five years after the student has graduated or terminated their enrolment with the University.</p> <p>Students excluded on disciplinary grounds may apply to have the notation removed from their Official Academic Transcript ten years from the date specified</p>

POLICY (IF APPLICABLE)	NOTATION ON ACADEMIC TRANSCRIPT	EXPLANATION	NOTING RECORDED ON THIS TYPE OF TRANSCRIPT	REMOVAL OF NOTATION (IF APPLICABLE)
				in the notation. An Application for Removal of Exclusion (Disciplinary) Noting from Transcript is to be made to the Deputy Vice Chancellor (Education).
TERMINATION OF ENROLMENT OR CANDIDATURE				
Inability to Complete Required Components of Professional Qualification Policy	Enrolment terminated [date]	A student's enrolment in a professional program will be terminated on the basis that the restriction against the student undertaking professional practice is long-term and broadly applicable to the professional practice components of the program, such that the student is unable to complete the requirements of the program.	Unofficial	Retained for a period of five years from the date of termination.
Assessment Procedure	Candidature terminated [date]	A student's enrolment in the end-on honours program will be cancelled and honours candidature terminated on the basis of a fail grade for a coursework course or the Honours dissertation	Unofficial	Retained for a period of five years from the date of termination.
Higher Degree by Research Policy	Candidature terminated [date]	Termination of candidature	Unofficial	Retained for a period of five years from the date of termination.

POLICY (IF APPLICABLE)	NOTATION ON ACADEMIC TRANSCRIPT	EXPLANATION	NOTING RECORDED ON THIS TYPE OF TRANSCRIPT	REMOVAL OF NOTATION (IF APPLICABLE)
Higher Degree by Research Policy	Candidature terminated [date]	In the circumstance where all the requirements for a Higher Degree Research program are completed and the candidate is awarded a Fail for the research.	Official	
CREDIT AND RECOGNITION OF PRIOR LEARNING				
Credit and Recognition of Prior Learning Procedure	Courses and grades displayed according to Credit and Recognition of Prior Learning Procedure	Courses and grades for which credit has been awarded.	Official	
AWARDS AND ACHIEVEMENTS				
Higher Degree by Research Policy	Award of Excellence in the Research Thesis	Awarded under the Higher Degree by Research Policy.	Official	
	Griffith Award for Academic Excellence Year	Awarded to students enrolled with Griffith University as non-award, undergraduate or postgraduate students, including those enrolled through Open Universities Australia, who maintain a high level of academic achievement based on the successful completion of at least 40CP within the academic year.	Official	
	Griffith Award for Academic Excellence Year X – Year Y	Awarded to students enrolled with Griffith University as non-award, undergraduate or postgraduate students, including those enrolled through Open Universities Australia, who	Official	

POLICY (IF APPLICABLE)	NOTATION ON ACADEMIC TRANSCRIPT	EXPLANATION	NOTING RECORDED ON THIS TYPE OF TRANSCRIPT	REMOVAL OF NOTATION (IF APPLICABLE)
		maintain a high level of academic achievement based on the successful completion of at least 40CP within the academic year.		
	Student Academy of Excellence Scholar (Academic Excellence, Leadership and Community Engagement)	Academy members graduating with a minimum cumulative career GPA of 5.5 or higher will have this notation on their Official Academic Transcript.	Official	
REVOCATION OF AN AWARD				
Graduations Procedure	The award was revoked on (date)	Revocation of an award by the University Council.	Official	
VARIATIONS TO PROGRAM REQUIREMENTS				
Program Attributes and Requirements Procedure	Approval granted for variation to the courses required for completion of the degree requirements	Student has requested a variation to the requirements of their degree.	Unofficial	
Program Attributes and Requirements Procedure	Approval granted to substitute (insert course code & title) with (insert course code & title)	Student has requested substitution of a core course with another course.	Unofficial	

POLICY (IF APPLICABLE)	NOTATION ON ACADEMIC TRANSCRIPT	EXPLANATION	NOTING RECORDED ON THIS TYPE OF TRANSCRIPT	REMOVAL OF NOTATION (IF APPLICABLE)
COMPLETION OF COURSE AND PROGRAM REQUIREMENTS				
	Successfully completed the requirements of Prescribing for Midwives	Student has successfully completed the course Prescribing for Midwives as a single course of study or as part of an award program.	Official	
	Successfully completed the requirements of the program	Student has met the requirements of the program and is eligible to graduate.	Official	
	Successfully completed the requirements of the Bachelor of Nursing component of this program	Student has met the requirements to be registered as a nurse.	Official	

5.0 Information

Title	Academic Records Procedure
Document number	2023/0000026
Purpose	The procedure identifies the requirements for certification documents issued in respect of award and non-award programs. It also sets out the processes for the surrender or replacement of certification documents that have been issued.
Audience	Staff; Students
Category	Academic
Subcategory	Student Services
Approval date	22 February 2024
Effective date	Trimester 1 2024
Review date	2028
Policy advisor	Senior Manager, Graduations
Approving authority	Academic Committee

6.0 Related Policy Documents and Supporting Documents

Australian Government Legislation and Policy	Australian Qualifications Framework 2013 Higher Education Standards Framework (Threshold Standards) 2021 National Code of Practice for Providers of Education and Training to Overseas Students 2018
Policy	Academic Awards and Graduations Policy Higher Degree by Research Policy Honorary Degree Policy Inability to Complete Required Components of Professional Qualification Policy Student Academic Integrity Policy Student Conduct Safety and Wellbeing Policy
Procedure	Academic Awards Procedure Academic Dress Procedure Assessment Procedure for Students Academic Progress Procedure

[Credit and Recognition of Prior Learning Procedure](#)

[Graduations Procedure](#)

[Higher Degree by Research Academic Progress Procedure](#)

[Program Attributes and Requirements Procedure](#)

[Student General Conduct Procedure](#)

[Student Breaches of Academic Integrity Procedure](#)

Schedule	<u>Academic Awards Schedule</u>
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