

## ACADEMIC DOCUMENTS POLICY



Current version in effect from: 9 Feb 2023  
Approved by Council: 7 May 2014  
Revised by Council: 8 Feb 2023

### Related Documents

Regulation 1: *General Provisions*, clauses 1.3 and 1.4

Higher Education Standards Framework, section 1.5

Guidelines for the Presentation of the Australian Higher Education Graduation Statement (November 2013)

*Student Identifiers Act 2014*

### 1. Scope

- 1.1 This policy applies to all certified academic documents issued in relation to study undertaken at the University of Divinity, including under its former name as the Melbourne College of Divinity.

### 2. Definitions

- 2.1 **Testamur:** An original certificate issued under the Seal of the University and constitutes evidence that a student has graduated with an award of the University. It is issued once for each specific award.
- 2.2 **Academic transcript:** A document certified by signature of an authorised officer and constitutes evidence of a student's academic history. It lists details of all units of study undertaken at the University with results, whether or not an award was completed. Where an award was attempted, it states whether the award has been completed or is incomplete and list details of graduation.
- 2.3 **Australian Higher Education Graduation Statement (AHEGS):** Issued in order to enhance the worldwide recognition of Australian qualifications. The AHEGS is issued to students who graduated from the University in or after 1 January 2012.
- 2.4 **Name:** The name of a person used on academic documents must be the person's full legal name as prescribed in a birth or marriage certificate, passport or other certified identity document. The name used on a testamur may omit one or more of the person's legal names and may present the person's names in a culturally appropriate order. Colloquial names including nicknames or abbreviations may not be used.
- 2.5 **USI:** Unique Student Identifier; a reference number made up of 10 numbers and letters and an initiative supported by the *Student Identifiers Act 2014*.

### 3. Principles

- 3.1 The testamur, academic transcript, and AHEGS must be separate documents and distinguishable from each other.

- 3.2 All academic documents issued by the University must include authentication devices sufficient to prevent fraudulent use or unauthorised reproduction.
- 3.3 Certified academic documents may only be issued by the Office of the Vice-Chancellor and may only be issued in hard copy.

#### **4. Testamurs**

- 4.1 A testamur must include:
- a) the full legal name of the University of Divinity;
  - b) the name of the graduate receiving the award;
  - c) the award by its full title;
  - d) the date on which the award was conferred;
  - e) the signature of the officers authorised to issue the document as specified by the Council in the Regulations.
- 4.2 A replacement testamur may only be issued where evidence of a graduate's change of name or of loss, serious damage or destruction of the original testamur is provided.
- 4.2.1 In the case of a graduate's change of name, the original testamur must be returned for destruction.
- 4.2.2 In the case of loss, damage or destruction of the original testamur, a statutory declaration must be completed by the applicant stating that the original testamur is damaged or destroyed; where possible the damaged testamur should be returned.
- 4.2.3 A replacement testamur must include the statement 'This is a replacement testamur.'
- 4.2.4 If a replacement testamur is provided to a person who graduated prior to 1 January 2012, the testamur must include the statement 'This award was made by the Melbourne College of Divinity.'
- 4.3 A testamur refers to only one award. Where a student is graduating with multiple awards, or with double degrees, a separate testamur must be issued for each award.

#### **5. Academic transcripts**

- 5.1 An academic transcript must include:
- a) the name of the student
  - b) the accredited units of the University undertaken by the student, specifying the full title, the period of study, and the result attained for each unit
  - c) the full title of any award in which the student has enrolled
  - d) where the student has completed an award, a statement certifying that fact, and where the student has graduated, a statement certifying that fact
  - e) the name, office, and signature of the officers authorised to issue the document.

- 5.2 An academic transcript may include details of prizes or other academic achievements of the student where such details have been approved for inclusion on the academic transcript by the Council on the advice of Academic Board.
- 5.3 If an academic transcript is provided to a person who graduated prior to 1 January 2012, it must include the statement 'This award was made by the Melbourne College of Divinity.'
- 6. USI**
- 6.1 From 1 January 2023, all University of Divinity students, including those who commenced prior to 2021, must have a USI in order to graduate and receive their statement of attainment, qualification or award. This includes all onshore international students.
- 7. AHEGS**
- 7.1 The content and presentation of the AHEGS must be consistent with the *Guidelines for the Presentation of the AHEGS*.
- 8. Fees**
- 8.1 No fee is to be charged for the issue of a single initial testamur, single initial academic transcript, or single initial copy of an AHEGS provided to a student on graduation.
- 8.2 The Council may prescribe a fee for the issue of a replacement testamur. This fee may be waived at the Vice-Chancellor's discretion.
- 8.3 The Council may prescribe a fee for the issue of an academic transcript to any current or former student.
- 8.4 The Council may prescribe a fee for the issue of an AHEGS to any current or former student.
- 9. Procedures**
- 9.1 The Vice-Chancellor is authorised to approve procedures for the application and creation of academic documents in accordance with this policy.
- 10. Date of Next Review**
- 10.1 This Policy must be reviewed no later than 31 December 2029.

## **ACADEMIC DOCUMENTS PROCEDURES**

Approved by Vice-Chancellor: 23 September 2014

Revised by Vice-Chancellor: 1 January 2020

These Procedures are authorised by the Vice-Chancellor in accordance with the Academic Documents Policy.

### **1. Responsible Officers**

- 1.1 The Dean of Academic Programs is responsible for the implementation of these procedures.
- 1.2 Testamurs are prepared by the Academic Services Manager under the oversight of the Dean of Academic Programs.
- 1.3 As specified in Regulation 1, testamurs are signed by the Chancellor and Vice-Chancellor. These signatures must be completed manually.
- 1.4 Academic Transcripts, and AHEGS are prepared by the Academic Services Manager under the oversight of the Dean of Academic Programs.
- 1.5 The Dean of Academic Programs signs academic transcripts and AHEGS on behalf of the Office of the Vice-Chancellor. These signatures may be completed electronically.

### **2. Privacy and Identification**

- 2.1 Academic documents must only be issued in accordance with relevant provisions in the Privacy Policy and the Records Policy.
- 2.2 The Academic Services Manager may require an applicant for academic documents to provide proof of identity prior to supplying the documents.
- 2.3 An applicant seeking copies of academic documents relating to another person must provide written evidence of permission from that person to obtain copies. Where the person is deceased, the applicant must meet any requirements in the Privacy Policy or Records Policy regarding access.

### **3. Fees**

- 3.1 The schedule of fees for provision of academic documents is recommended to Council by the Finance and Investment Committee annually.
- 3.2 The Vice-Chancellor may waive fees for a replacement testamur where the loss of the original testamur is due to circumstances beyond the applicant's control.

### **4. Testamurs**

- 4.1 Original and replacement testamurs must be in the format prescribed in Schedule B. Testamurs are overprinted on preprinted shells with the signatures attesting the affixing of the Seal to be added manually to each testamur by each signatory.

- 4.2 An original testamur must be provided to a graduate at the graduation ceremony or, where the graduate has graduated *in absentia*, sent by registered post to the graduate's last known address within 30 days of the graduation ceremony.
- 4.3 A replacement testamur must be supplied to a successful applicant within 60 days of supply of the documentation required in section 4.2 of the Academic Documents Policy and payment of the appropriate fee.
- 4.4 If an application for a replacement testamur is not successful, the applicant must be informed within 30 days of making the application.

## **5. Academic Transcripts**

- 5.1 Academic transcripts must be in the format prescribed in Schedule C (for academic transcripts generated by Paradigm) or Schedule D (for academic transcripts generated manually).
- 5.2 One copy of an academic transcript must be provided to a graduate at the graduation ceremony or, where the graduate has graduated *in absentia*, sent by registered post to the graduate's last known address within 30 days of the graduation ceremony.
- 5.3 One copy of an academic transcript must be provided to a student who has enrolled in a single unit for academic credit (whether as a cross-institutional enrolment or as a student of the University) but has not been admitted to a course of study within the University within 60 days of the publication of results for that unit. No application is required and no fee is payable in this instance.
- 5.4 An academic transcript must be supplied to a successful applicant within 30 days of receipt of a complete application and payment of the appropriate fee.
- 5.5 If an application for an academic transcript is not successful, the applicant must be informed within 30 days of making the application.

## **6. AHEGS**

- 6.1 An AHEGS must be in the format prescribed in Schedule E.
- 6.2 One copy of an AHEGS must be provided to a graduate at the graduation ceremony or, where the graduate has graduated *in absentia*, sent by registered post to the graduate's last known address within 30 days of the graduation ceremony.
- 6.3 An AHEGS must be supplied to a successful applicant within 30 days of receipt of a complete application and payment of the appropriate fee.
- 6.4 If an application for an AHEGS is not successful, the applicant must be informed within 30 days of making the application.
- 6.5 An AHEGS cannot be supplied to persons who graduated prior to 2012.

## **7. Schedules**

- 7.1 The Schedules to these Procedures must conform to Regulation 1 and the Academic Documents Policy, and may only be altered with approval of the Vice-Chancellor.

Schedule A: Table of Fees approved by Council

Schedule B: Index to student records

Schedule C: Sample testamur

Schedule D: Sample academic transcript A (Paradigm-generated)

Schedule E: Sample academic transcript B (manually-generated)

Schedule F: Sample AHEGS

## SCHEDULE 1: TABLE OF FEES FOR ACADEMIC DOCUMENTS



Approved by Council: 14 Sep 2022

Academic documents are issued by the Office of the Vice-Chancellor and may be supplied on payment of the appropriate fee to any person who has attempted a unit or course of study at the University of Divinity or the Melbourne College of Divinity.

No fee is charged to a student for provision of an initial single testamur, academic transcript, and Australian Higher Education Graduation Statement (AHEGS) at graduation. These fees include postage to any location in Australia or overseas.

An application form can be accessed from the University website. Fees are payable to the University of Divinity.

Document(s)	Cost in 2022	Cost in 2023
Academic Transcript (3 copies)	\$50	\$60
Australian Higher Education Graduation Statement (1 copy)	\$30	\$40
Combination (2 transcripts and 1 AHEGS)	\$50	\$60
Additional copy of transcript or AHEGS (per copy)	\$10	\$15
Replacement Testamur [conditions apply]	\$200	\$220