
Academic Transcripts and Certificates Policy

1. Purpose

- a) The purpose of this Policy is to define the official documents issued by the Victoria University of Wellington ('the University') that record the academic achievements of individual students.

2. Application of Policy

- a) This is a University-wide policy.

Policy Content

3. Official documents recording academic achievements

- 3.1 The University may issue, electronically or on paper, the following official documents pertaining to a student's academic achievements:

- (a) Qualification Certificate
- (b) Certificate of Scholarship or Prize
- (c) Academic Transcript
- (d) Certificate of Completion
- (e) Certificate of Proficiency
- (f) Certificate of Attendance.

- 3.2 Unless specified otherwise in this Policy, the design, format and wording of each of the above official documents shall be approved by the Provost.

- 3.3 The University may charge a fee for the production of any of the official documents, as specified in the Fees Statute.

Note: The University may refuse to issue any of the official documents if the student has outstanding fees or charges.

- 3.4 In situations where any of the above official academic documents are subject to an agreement with another institution, the Provost may approve a variation to the provisions set out in this Policy.

4. Qualification Certificate

- 4.1 A Qualification Certificate is an official certificate bearing the University's seal stating that the student has been granted the qualification by the University Council.

- 4.2 The wording on the Qualification Certificate for each qualification shall be approved by the University Council.

- 4.3 The following will be recorded on the Qualification Certificate:

- (a) The student's full legal name;
- (b) The name of the qualification;
- (c) The date the qualification was granted;

- (d) Any class honours, or award of merit or distinction; and
 - (e) The name of any major(s), subject(s) or specialisation(s). For a specialisation to be recorded on the Qualification Certificate, it must comprise at least 40% of the qualification and must not be a subsidiary component of a major or subject.
- 4.4 A Qualification Certificate is issued when a qualification is conferred or granted by Council and is signed by the Chancellor and Vice-Chancellor in accordance with the Graduation Statute.
- 4.5 A student shall only be issued with one paper copy of a Qualification Certificate, prepared in goatskin parchment. If that copy is lost, stolen or damaged, the student may apply to the Graduation Office for a duplicate copy.
- 4.6 In the event that an amendment is required to a Qualification Certificate that has been issued, the Faculty, on behalf of the student, must forward a request, setting out the reasons and the action sought, for consideration by the Vice-Provost (Academic and Equity). If the amendment is justified, the Vice-Provost (Academic and Equity) will forward the request to Council.

5. Certificate of Scholarship or Prize

- 5.1 A Certificate of Scholarship or Prize is a certificate that confirms that a student has been offered and accepted a Scholarship or Prize.
- 5.2 A Certificate of Scholarship or Prize is issued by the Graduation Office on behalf of the Scholarships Office.
- 5.3 The wording on each type of Certificate of Scholarship or Prize is developed by the Scholarships Office in consultation, when appropriate, with the Sponsor of the Scholarship or Prize.
- 5.4 A Certificate of Scholarship or Prize is prepared on goatskin parchment.

6. Academic Transcript

- 6.1 An Academic Transcript is the official record of a student's study at the University.
- 6.2 The release of a student's Academic Transcript to a third party is covered by the Privacy act 1993.
- 6.3 When an Academic Transcript is issued as a paper document, it shall be signed by the relevant Associate Dean or the relevant Manager, Student and Academic Services.
- 6.4 Academic Transcripts record the following information pertaining to a student's study at Victoria University of Wellington:
- (a) Full legal name and University student ID number;
 - (b) The basis on which the student was admitted to the University;
 - (c) All credit-bearing courses taken at the University, including any failed courses and all instances of repeated courses;
 - (d) All University qualifications completed, conferred or granted;
 - (e) Statement about completion of requirements for any majors, minors, subjects or specialisations;
 - (f) A record of any credit granted by the University for previous study;
 - (g) Titles of any completed theses;

Note: Theses must be 90 points or greater, in accordance with the Master's Thesis Policy and the Doctoral Policy.

- (h) Scholarships, prizes and awards administered by the University Scholarships Office;
- (i) Leadership, service and other programmes approved by the Provost; and
- (j) Inclusion in the Dean's List or the Teacher Education Excellence Award.

6.5 The following information is not to be included:

- (a) Date of birth;
- (b) Title (Mr, Mrs, Dr etc.);
- (c) Courses in which the student is currently enrolled;
- (d) Any courses from which the student was permitted to withdraw;
- (e) Non-credit-bearing courses other than those required to complete a University qualification;

Note: Courses offered by the Centre for Lifelong Learning under the brand 'Access Victoria' or other forms of auditing, are not recorded on academic transcripts.

- (f) Working comments; and
- (g) Disciplinary or other sensitive comments.

7. Certificate of Completion

7.1 A Certificate of Completion is an official University record that may be provided to a student who has completed a qualification at the University but who has not yet had their qualification conferred or granted by the University Council. The Certificate of Completion is by its nature a temporary document.

7.2 When a Certificate of Completion is issued as a paper document, it shall be signed by the relevant Associate Dean or the relevant Manager, Student and Academic Services.

8. Certificate of Proficiency

8.1 A Certificate of Proficiency is a certificate for a course that has not been credited towards a University qualification.

8.2 When a Certificate of Proficiency is issued as a paper document, it shall be signed by the relevant Associate Dean or the relevant Manager, Student and Academic Services.

9. Certificate of Attendance

9.1 A Certificate of Attendance is a certificate stating that the student has attended a non-credit-bearing course offered by the University, such as a course offered through the Centre for Lifelong Learning or another community education or professional or executive development course.

9.2 Certificates of Attendance shall be issued by the Centre for Lifelong Learning or the Graduation Office or, with the approval of the Graduation Manager, by a Head of School, School Manager or Faculty Student and Academic Services Manager.

9.3 Certificates of Attendance issued by the Graduation Office are normally prepared on goatskin parchment and are signed by the relevant Programme Director.

9.4 Certificates of Attendance issued by the Centre for Lifelong Learning are normally prepared on cardboard and are signed by the relevant Programme Manager.

10. Definitions

In this Policy, unless the context otherwise requires:

Confer	Specific term meaning ‘grant’ when referring exclusively to degrees (including honorary degrees).
Goatskin parchment:	Heavy textured 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 University.

Related Documents and Information**11. Related Documents**

Education Act 1989

[Credit Transfer and Recognition of Prior Learning Policy](#)

[Delegations Statute](#)

[Doctoral Policy](#)

[Fees Statute](#)

[Graduation Statute](#)

[Master’s Thesis Policy](#)

[Qualifications Statute](#)

Previous version: [Academic Transcripts and Certificates Policy](#)

12. Document Management and Control

Approver	Academic Board
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Sponsor	Provost
Contact Person	Director, Academic Office, extension 9752