
Academic Transcripts and Certificates Policy

Academic Policy

1 Purpose

Victoria University of Wellington ('the University') provides several types of official documents that record the academic achievements of individual students. This Policy defines these different documents and sets out the ways in which they may be used in order to ensure that the information provided by the University about individual students' achievements is appropriate and consistent.

2 Organisational Scope

This is a University-wide policy.

3 Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Academic Transcript:	The official record of a student's study at Victoria University of Wellington.
Academic Transcript Paper:	Pre-printed paper incorporating an approved background design. On the back of the paper are explanatory notes about the University's grading system.
Certificate of Achievement:	A certificate containing some but not all of the information shown on an Academic Transcript. The categories of information included can be adjusted within certain parameters to suit the student's wishes.
Certificate of Attendance:	A certificate stating that the student has attended a non-credit-bearing course offered by the University.
Certificate of Completion:	A certificate confirming that a student has satisfied the requirements of a qualification, issued in the period before the qualification is conferred or awarded by the University Council (formerly referred to as "Short Certificate").
Certificate of Completion Paper:	Pre-printed paper incorporating an approved background design. The back of the paper is blank.
Certificate of Proficiency:	A certificate stating that a student has passed an individual course not credited to a qualification.
Certificate of Scholarship or Prize:	A certificate that confirms that a student has been offered and accepted a Scholarship or Prize. The term 'Prize' encapsulates the term 'Award'.

Faculty Student Administration Office:	In this Policy the term refers to the office operated by each Faculty that deals with student administration. Such offices may be known by other names such as 'Student and Academic Services' or similar.
Goatskin parchment:	Heavy textured paper.
Service and Leadership Programme:	Service and leadership programmes approved by Academic Board are permitted to be recorded on Academic Transcripts or other certificates as requested by the student.
Qualification Certificate:	The official certificate bearing the University's seal stating that the student has been awarded the qualification by the University Council.
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.

4 Policy Content and Guidelines

4.1 General

- (a) The University may issue the following official documents pertaining to a student's academic record:
 - (i) Qualification Certificate
 - (ii) Certificate of Scholarship or Prize
 - (iii) Academic Transcript
 - (iv) Certificate of Completion
 - (v) Certificate of Achievement
 - (vi) Certificate of Proficiency
 - (vii) Certificate of Attendance
- (b) Fees to be charged for the production of the above documents are defined in the Fees Statute and set by the University Council.
- (c) In accordance with the Fees Statute, any student with outstanding fees or charges may have the entitlement to receive any of the above official documents suspended.
- (d) In situations where the above official academic documents are to be issued:
 - (i) jointly by the University and another institution, or
 - (ii) on the basis of courses undertaken at another institution that has subsequently merged with the University, or
 - (iii) within some other close inter-institutional arrangement,some variation to the provisions set out in this policy may be required. All such variations should be approved by the relevant authority within the University, and approved by the partner institution.

4.2 Qualification Certificate

- (a) A Qualification Certificate is an official certificate bearing the University's seal stating that the student has been awarded the qualification by the University Council.
- (b) Each qualification offered by the University, including degrees, diplomas and certificates, has an approved Qualification Certificate.
- (c) The wording on the Qualification Certificate for each qualification is developed by the Graduation Office in consultation with relevant staff, and is approved by the University Council.
- (d) The wording on the Qualification Certificate includes the student's full legal name; the name of the qualification; the name of any major(s) or specialisation(s); any class of honours, or award of merit or distinction; and the date.
- (e) A student's Qualification Certificate is prepared by the Graduation Office, following application from the student, and confirmation by the relevant Faculty Student Administration Office that the qualification is complete.
- (f) A Qualification Certificate is prepared on cream goatskin parchment and is executed under the University's Common Seal.
- (g) A Qualification Certificate is issued when a qualification is conferred or awarded by Council and is signed by the Chancellor and Vice-Chancellor in accordance with the Graduation Statute.
- (h) A student shall only be issued with one copy of a Qualification Certificate. If that copy is lost, stolen or damaged, the student may apply to the Graduation Office for a duplicate copy.
- (i) In the event that an amendment is required to a Qualification Certificate that has been issued, the Dean of the relevant Faculty must forward a request, setting out the reasons and the action sought, for consideration by the Deputy Vice-Chancellor (Academic). If the amendment is justified the Deputy Vice-Chancellor (Academic) will forward the request to the Secretary of Council for approval by Council.

4.3 Certificate of Scholarship or Prize

- (a) A Certificate of Scholarship or Prize is a certificate that confirms that a student has been offered and accepted a Scholarship or Prize.
- (b) A Certificate of Scholarship or Prize is issued by the Graduation Office on behalf of the Scholarships Office.
- (c) 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.
- (d) A Certificate of Scholarship or Prize is prepared on cream goatskin parchment.
- (e) A student shall only be issued with one copy of a Certificate of Scholarship or Prize. If that copy is lost, stolen or damaged, the student may apply to the Scholarships Office for a duplicate copy.

4.4 Academic Transcript

- (a) An Academic Transcript is the official record of a student's study at the University.

- (b) An Academic Transcript is prepared in the relevant Faculty Student Administration Office, printed on approved Academic Transcript paper and signed by an authorising officer under delegated authority from the University Council (see Appendix 8).
- (c) In accordance with the Privacy Act 1993, the release of an Academic Transcript to a third party must be authorised by the student in writing.
- (d) Academic Transcripts contain the following information, and must conform to the format approved by Academic Committee (refer to Appendices 3A and 3B):
 - (i) Personal information including legal name, University student ID number and the basis on which the student was admitted to the University;
 - (ii) All credit-bearing courses taken at the University, including any failed courses, and all instances of repeated courses;
 - (iii) All University qualifications completed, conferred or awarded;
 - (iv) Statement about completion of requirements for any majors, combined majors, minors or specialisations;
 - (v) A full record of any credit granted by the University for previous study. Where the study was undertaken in the context of a formal inter-institutional agreement, grades for the courses taken at the other institution may be included as comments where appropriate;
 - (vi) Titles of any theses, and information on dates of provisional registration, and confirmation;
 - (vii) Titles of any dissertations or research reports worth 60 points or more may be included at the discretion of the Faculty;
 - (viii) Scholarships, prizes and awards administered by the University Scholarships Office;
 - (ix) Leadership and service programmes established by Academic Board; and
 - (x) Inclusion in the Dean's List.
- (e) The following information is not to be included:
 - (i) Date of birth.
 - (ii) Title (Mr, Ms, Dr etc).
 - (iii) Courses in which the student is currently enrolled.
 - (iv) Any courses from which the student was permitted to withdraw.
 - (v) Non-credit-bearing courses other than those required to complete a University qualification.
 - (vi) Courses taken under the concessionary fees provisions.
 - (vii) Working comments such as those relating to restrictions or prerequisite exemptions except where these are necessary to understand the transcript.
 - (viii) Disciplinary or other sensitive comments.

4.5 Certificate of Completion

- (a) A Certificate of Completion is a official University record that may be provided to students who have completed a qualification at the University but who have not yet had

their qualification conferred or awarded by the University Council. The Certificate of Completion is by its nature a temporary document.

- (b) A Certificate of Completion states that the student is entitled to be awarded a specified qualification. It is issued by the Faculty Student Administration Office and signed by an authorising officer under delegated authority from the University Council (refer to Appendix 8).
- (c) Certificates of Completion must conform to the wording and format approved by the Convener of the Academic Committee (refer to Appendix 4A).
- (d) Certificates of Completion are to be issued on official Certificate of Completion paper.

4.6 Certificate of Achievement

- (a) A Certificate of Achievement is a certificate that may be issued upon request to those students who require an official University document that excludes certain categories of information which would automatically be recorded on an Academic Transcript.
- (b) Certificates of Achievement are issued to students by the relevant Faculty Student Administration Office. The delegated authority from the University Council to sign Academic Transcripts applies also to Certificates of Achievement (refer to Appendix 8).
- (c) Certificates of Achievement must conform to the wording and format approved by the Convener of the Academic Committee.
- (d) Certificates of Achievement are to be issued on official Certificate of Completion paper.
- (e) As a minimum, a Certificate of Achievement must show:
 - (i) the student's legal name;
 - (ii) the University student ID number; and
 - (iii) the statement "A Certificate of Achievement records only courses passed. It is not an academic transcript".
- (f) The student may request the following information to be included or removed:
 - (i) Failed courses.
 - (ii) Repeated courses.
 - (iii) Courses passed for a particular qualification.
 - (iv) Birth date.
 - (v) Preferred name.
 - (vi) Scholarships and prizes.
 - (vii) Leadership and service programmes established by Academic Board.

4.7 Certificate of Proficiency

- (a) A Certificate of Proficiency is a certificate for a course that has not been credited towards a University qualification.
- (b) A Certificate of Proficiency may be issued by the appropriate Faculty Student Administration Office and signed by an authorising officer under delegated authority from the University Council (refer to Appendix 8).
- (c) Certificates of Proficiency must conform to the wording and format approved by the Convener of the Academic Committee (refer to Appendix 6).

- (d) Certificates of Proficiency are to be issued on official Certificate of Completion paper.

4.8 Certificate of Attendance

- (a) 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.
- (b) Certificates of Attendance are to be issued by the Centre for Lifelong Learning or the Graduation Office or, with the approval of the Graduation Office, by a School or Student Administration Office.
- (c) Certificates of Attendance issued by the Graduation Office are normally prepared on cream goatskin parchment and are signed by the relevant Programme Director.
- (d) Certificates of Attendance issued by the Centre for Lifelong Learning are normally prepared on cardboard and are signed by the relevant Programme Manager.

5 Legislative Compliance

The University is required to manage its policy documentation within a legislative framework. The legislation directing this policy is the:

Privacy Act 1993, available at www.legislation.govt.nz

6 References

Degrees Statute

Fees Statute

Graduation Statute

All the above are available at www.victoria.ac.nz/home/about/policy

Victoria University of Wellington Student Administration Manual

NZVCC, APNZ and NZCTE (July 1996) *Privacy Guidelines for Tertiary Institutions*

Previous version ([Academic Transcripts Policy 2006](#))

7 Appendices

[Appendix 1A: Example of a Degree Certificate](#)

[Appendix 1B: Example of a Diploma Certificate](#)

[Appendix 2: Example of a Prize Certificate](#)

[Appendix 3A: Example of a Victoria University of Wellington academic transcript](#)

[Appendix 3B: Example of a New Zealand School of Music academic transcript](#)

[Appendix 4A: Example of Certificate of Completion](#)

[Appendix 4B: Example of a Letter of Completion](#)

[Appendix 5: Example of Certificate of Achievement](#)

[Appendix 6: Example of Certificate of Proficiency](#)

[Appendix 7A: Example of a Certificate of Attendance](#)

[Appendix 7B: Example of a Certificate of Attendance \(Centre for Lifelong Learning\)](#)

[Appendix 8: Council memorandum on authorising officers](#)

8 Approval Agency

Academic Board

9 Approval Dates

This policy was originally approved on: 16 November 2006

This version was approved on: 26 August 2010

This version takes effect from: 28 April 2011

This policy will be reviewed by: 28 April 2014

10 Policy Sponsor

Assistant Vice-Chancellor (Academic)

11 Contact Person

The following person may be approached on a routine basis in relation to this policy:

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