



**EYNESBURY**  
**COLLEGE**

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**CERTIFICATION  
DOCUMENTATION  
ISSUANCE  
POLICY**

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## SECTION A - INTRODUCTION

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### A.1 Purpose

The purpose of this policy is to provide information regarding the certification documentation students are entitled to receive as a result of successful study at Eynesbury College.

### A.2 Scope

This policy applies to all current and previous students of any of the programs operated by Eynesbury College.

### A.3 Definitions

<b>Word/Term</b>	<b>Definition</b>
Board of Examiners	Internal committee responsible for reviewing and approving final marks for related programs
Certification documentation	Combination of documents that a student receives when successfully completing from their program
Conferral	The granting of an award in recognition of academic achievement
Graduate (eligible to)	Successful completion of the requirements for a qualification
Non award	Study that does not lead to a qualification
Module	A single unit of study that counts towards completion of a program
Program	An approved combination of approved modules
Qualification	The program accredited by the relevant approval body
Record of Results	A document listing all the modules and programs in which a student has been or is enrolled in, together with their academic results. It may also be called a 'Statement of Results', 'Academic Transcript,' 'Transcript of Academic Record' or 'End of Term Report'
Testamur	The official document that is issued to a graduand once a qualification has been awarded. It may also be called an 'award', 'parchment', 'laureate' or certificate'

## A.4 Acronyms

<b>Abbreviation</b>	<b>Phrase or Word</b>
AQF	Australian Qualifications Framework
BoE	Board of Examiners
ELICOS	English Language Intensive Courses for Overseas Students
FSP	Foundation Studies Program
HEP	Higher Education Programs

## SECTION B - POLICY STATEMENT

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### B.1 Principles

Students who are successful in completing part, or all, of their program are entitled to receive documentation recognising and confirming their achievement.

### B.2 Policy

#### 1 Issuance of certification documentation

##### 1.1 Australian Qualification Framework Awards

**1.1.1** Students who are issued a qualification will receive:

- a Testamur, and
- Record of Results

**1.1.2** Students who complete part of the requirements of their qualification will receive a Record of Results upon request.

##### 1.2 Non-awards

###### English Language Intensive Courses for Overseas Students (ELICOS)

**1.2.1** Upon partial or successful completion of the study program, students will receive:

- a Certificate, and/or
- Record of Results

###### Foundation Studies Programs (FSP)

**1.2.2** Students who complete all the program requirements will receive:

- a Testamur, and
- Record of Results

###### Other non-awards

**1.2.3** Students will receive a Record of Results.

#### 2 Graduation Eligibility (HEP and FSP)

**2.1** The Higher Education Programs (HEP) Board of Examiners (BoE) has delegated authority from the Academic Board to approve Diploma students who are eligible to graduate and confer their qualification and confirm grades for relevant non-awards.

**2.2** The Foundation Studies Program (FSP) BoE has delegated authority from the Academic Board to approve eligible students, undertaking FSP for progression.

**2.3** In accordance with the **Navitas Delegation of Authority and Authority Limits Policy and Procedure**, the College Director has delegated authority to sign Testamurs and Statements of Academic Record.

**2.4** Certification documentation will be distributed to students at the graduation ceremony. If a student is not at the ceremony their documents will be available for collection after conferral or can be posted upon request.

### **3 Completion eligibility (ELICOS)**

- 3.1** The ELICOS BoE has delegated authority from the Academic Board to approve eligible students for progression.
- 3.2** Certification documentation will be available for collection after conferral on the last day of the study period or can be posted upon request.

### **4 Requests for replacement certification documentation**

- 4.1** Students may request replacement certification documents by completing the Application for Documents form. There is a cost for this service.

### **5 Qualifications Records**

- 5.1** A record will be maintained of all qualifications that have been issued to graduates.

## SECTION C - GOVERNANCE

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### C.1 Responsibility

<b>Identification</b>	Certification Documentation Issuance Policy
<b>Policy Owner</b>	Academic Director Director of Studies
<b>Approving Authority</b>	Eynesbury Academic Board
<b>Initial Issue date</b>	September 2013
<b>Directory Location</b>	Policies, Eynesbury, Academic Directorate

### C.2 Version Control

<b>Current Version Number</b>	5.0
<b>Date of Effect</b>	10/2023
<b>Review Date</b>	10/2026
<b>Privilege Level</b>	Public

### C.3 Legislative and Organisational Context

<b>Name</b>
<a href="#">Australian Qualifications Framework</a>
<a href="#">ELICOS National Standards</a>
<a href="#">Higher Education Standards Framework 2021</a>

## **SECTION D - PROCEDURE**

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### **D.1 Related Procedures**

Certification Documentation Issuance Procedure

Navitas Delegation of Authority and Authority Limits Procedure

### **D.2 Related Policies**

AQF Qualification Issuance Policy

Navitas Delegation of Authority and Authority Limits Policy