

# Academic Records Policy

## Section 1 - Purpose and Objectives

(1) This Policy outlines the purpose and form of academic records at The University of Queensland (UQ).

## Section 2 - Definitions, Terms, Acronyms

Term	Definition
Academic Transcript	Official academic record, certified by the Academic Registrar.
mySI-net	The user interface to The University of Queensland's student administration system. This interface allows students to manage their UQ enrolment details via the web.
Studies Report	Unofficial academic record; displays progress report and administrative information about a student's studies at UQ.

## Section 3 - Policy Scope/Coverage

(2) This Policy applies to all staff and students of The University of Queensland.

## Section 4 - Policy Statement

(3) The University has a responsibility to include on an official academic transcript a true representation of a student's enrolment and progress within the University. This includes the final result for all courses undertaken in each semester of enrolment. There are two versions of a student's academic record: the official academic transcript, and the studies report.

(4) The academic transcript is an enduring official record of the student's academic activities while enrolled at the University. It is a legal document certified by the Academic Registrar and is used by students as a true record of their enrolment at The University of Queensland.

(5) The studies report is an administrative document that reproduces the contents of the transcript and is supplemented with additional administrative information intended to assist with the internal management of the student while they are enrolled at the University. The studies report can be accessed and reproduced by students via mySI-net while they are enrolled as a student of the University.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	13th December 2021
<b>Review Date</b>	13th December 2023
<b>Approval Authority</b>	Provost and Senior Vice-President
<b>Approval Date</b>	13th December 2021
<b>Expiry Date</b>	Not Applicable
<b>Policy Owner</b>	Kathryn Blyth Director, Academic Services Division and Academic Registrar
<b>Enquiries Contact</b>	Academic Services Division