Academic Records Procedure

Section 1 - Purpose and Scope

(1) This Procedure supports the Awards Policy by detailing the form of academic records at The University of Queensland, including:

a. the display of courses, grades and other information on academic records;
b. the display of short form credential modules on academic records; and
c. amendments that may be made to the information contained within academic records.

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

Section 2 - Process and Key Controls

(3) Academic records may only be certified by specified officers:

a. The testamur requires certification by the Chancellor, Vice-Chancellor and Academic Registrar together.
b. The transcript must be certified by the Academic Registrar.
c. The AHEGS must be certified by the Academic Registrar.

(4) The academic transcript is the enduring record of the student's academic activities while enrolled at the University and is not subject to change except under limited provisions.

Legal name change

(5) A student or former student may make an application to the University to have their legal name changed on their academic record.

(6) The request to have a change of name must be submitted in writing to Student Central and must be accompanied by the original, or a certified copy of, suitable documentary evidence of the change (e.g. Certificate of Marriage, passport, legal name change).

Changes to finalised results

(7) Grades may only be changed in accordance with the Assessment Procedure.

Section 3 - Key Requirements

Part A - Academic records

Testamur

(8) A testamur will bear the Seal of the University and include:

a. the graduates full legal name;
b. degree conferred and the date of conferral;
c. where applicable, the level of honours, field of study and/or major/s, and/or specialisation; and
d. the student number and testamur identification number.

Academic transcript

(9) The academic transcript will record the following information where applicable:

a. personal details including student number and full legal name (note: date of birth is not included);
b. program name/s;
c. any field of study, major, extended major, or specialisation awarded;
d. any minor or extended minor included in accordance with clause (11);
e. enrolment history of all effective enrolments except for those courses where withdrawal without academic penalty has been approved;
f. for each course, details of the course code, course title, unit value, and finalised, 'non-finalised' or 'incomplete' grade;
g. for courses delivered under a special topic, the title of the special topic;
h. shorter form credential modules for which a passing grade is gained;
i. details of transfer credit awarded for each program, including credit for prior UQ and non-UQ studies;
j. details of exemption awarded for each course, including the date granted and the basis for exemption;
k. semester GPA;
l. degree/s conferred and the date of conferral of the degree/s;
m. class of honours awarded in a bachelor's honours degree or an integrated program which includes a bachelor's honours component, to be calculated as per the Bachelor Honours Degree Procedure;
n. University prizes and scholarships awarded based on academic merit;
o. University Medals;
p. Dean's Commendations for Academic Excellence;
q. notations regarding participation in schemes that acknowledge student achievements that have been approved by CAPP for recording on the transcript;
r. administrative notations as approved by the Academic Registrar;
s. for postgraduate research students, the commencement, interruption and termination of candidature;
t. misconduct decisions resulting in expulsion by the University Misconduct Board or the University Misconduct Appeals Board; and
u. a notation regarding completion of program requirements.

(10) Grades obtained at other institutions will be neither displayed on the academic transcript nor included in the GPA calculations.

(11) A minor or extended minor will be recorded on a transcript at each semester of enrolment in the following ways:

a. any declared minor or extended minor will be included if the transcript is issued prior to conferral; or
b. the completion of a minor or extended minor will be recorded if the transcript is issued after the conferral of the award.

Australian Higher Education Graduation Statement

(12) Graduates with degrees conferred after December 2010 will be issued with an Australian Higher Education

Graduation Statements (AHEGS) for the conferred program.

(13) The AHEGS will include the following categories of information where applicable:

a. personal details including student number and full legal name (note: date of birth is not included);
b. a description of the award;
c. information about UQ;
d. program name, including any major/s and/or field of study and/or specialisation;
e. for each course within the conferred program, details of the course code, course title, unit value and finalised grade or transfer credit (GPA is not included);
f. Description of the Australian Higher Education System.

Studies report

(14) The studies report will display:

a. the information contained on the academic transcript;
b. course/s cancelled without academic penalty; and
c. any other notation related to the student's enrolment and academic progress that is deemed to be of an internal administrative nature.

Part B - Enrolment information provided in academic records

Effective enrolments

(15) Where an enrolment is not effective (e.g. cancelled or withdrawn prior to the census date) the course will not be recorded on either the academic transcript or the studies report.

(16) Where a student is granted permission to withdraw without academic penalty (refer to Enrolment Procedure), the course will not be included on the academic transcript but will be included on the studies report as a result of “W”.

Enrolment and academic progress

(17) Where a student is subject to a progression alert or progression intervention notice, and/or is refused enrolment under the Enrolment Procedure and/or Academic Progression Procedure, a notation of the status and any subsequent decision regarding re-enrolment is included on the studies report only.

Section 4 - Roles, Responsibilities and Accountabilities

(18) The Chancellor is responsible for certifying the testamur.

(19) The Vice-Chancellor is responsible for certifying the testamur.

(20) The Academic Registrar is responsible for:

a. certifying the testamur, academic transcript and AHEGS;
b. the production and distribution of academic records;
c. the process for approving changes to academic records.

Section 5 - Monitoring, Review and Assurance

(21) This Procedure is monitored by the Academic Registrar and reviewed by the Academic Board through the Committee for Academic Programs Policy (CAPP).

Section 6 - Recording and Reporting

(22) Records concerning enrolments, grades, awards, applications and University decisions are stored in the student/graduate's record in the University's approved records management systems in accordance with the Information Management Policy.

(23) In addition to the requirements of the Information Management Policy:

a. The awards conferred and the date of conferral are considered a matter of public record.
b. Academic records are issued digitally through the official tertiary credentials platform for Australian universities, My eQuals.

Section 7 - Section 7 – Appendix

Definitions, Terms, Acronyms

Term	Definition
Academic transcript	Official academic record, certified by the Academic Registrar.
CAPP	Committee for Academic Programs Policy.
Census date	The date set by the University by which all enrolment fees must be finalised.
GPA	Grade Point Average (GPA) is defined as the average of the grade of results obtained by the student in all courses in which the student is enrolled, weighted by the unit value of each course in accordance with the following formula – ∑(GP)/∑(P) where: G = the grade of result in a course; and P = the unit value of that course. If a student is enrolled in a course but gets no result, G=0. Clauses 131-133 of the Assessment Procedure explain how a non-graded pass (P) and a non-graded fail (N) are considered.
Studies report	Unofficial academic record; displays progress report and administrative information about a student's studies at UQ.

Status and Details

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Enquiries Contact	Academic Services Division

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