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## Academic Transcripts and Certificates Procedure

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### 1. Purpose

This Procedure defines the official documents issued by Te Herenga Waka—Victoria University of Wellington (‘the University’) that record the academic achievements of individual students. It also outlines the procedures associated with issuing these.

### 2. Application of Procedure

This Procedure sits under the General Programmes of Study Regulations and applies to staff members and students.

### Procedure Content

### 3. Official documents recording academic achievements

- (a) The University may issue, electronically or on paper, the following official documents pertaining to a student’s academic achievements:
  - (i) Qualification Certificate
  - (ii) Certificate of Scholarship or Prize
  - (iii) Academic Transcript
  - (iv) Certificate of Proficiency
  - (v) Certificate of Attendance.
- (b) Unless specified otherwise in this Procedure, the design, format and wording of each of the above official documents shall be approved by the Provost.
- (c) The University may charge a fee for the production of any of the official documents, as specified in the Fees Schedule.

*Note: The University may refuse to issue any of the official documents if the student has outstanding fees or charges.*
- (d) 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 Procedure.

### 4. Qualification Certificate

#### 4.1. General

- (a) A Qualification Certificate is an official certificate stating that the graduate has been granted the qualification by the University Council. It bears the University’s Common Seal and is signed in accordance with the Delegations Schedule.
- (b) The wording on the Qualification Certificate for each qualification shall be approved by the University Council as the issuing authority.

- (c) The following will be recorded on the Qualification Certificate:
- (i) The graduate's full legal name;
  - (ii) The name of the qualification;
  - (iii) The date the qualification was granted;
  - (iv) Any class honours, or award of merit or distinction; and
  - (v) The name of any major(s).
- Note: The definitions of majors, subjects and specialisations changed from 2022. If using the earlier terminology refer to the previous version of these provisions.*
- (d) Prior to having their qualification granted, a graduand may choose to have their Qualification Certificate issued in either te reo Māori or English.
- (e) A graduate who has completed a conjoint degrees programme is issued with two Qualification Certificates, one for each of the component degrees.
- (f) A graduate shall only be issued with a Qualification Certificate as follows:
- (i) A digital copy accessible through the My eQuals portal which guarantees the authenticity of the document; and
  - (ii) One paper copy prepared on goatskin parchment. If that copy is lost, stolen or damaged, the graduate may apply to the Graduation Office for a duplicate copy.

#### **4.2. If an amendment is required to a Qualification Certificate that has been issued**

- (a) The relevant Manager, Student Success will send a request, setting out the reasons and the required changes, to the Manager, Graduation Services. Unless it is an editorial correction (see below), the Dean must be informed.

*Note: A graduate may bring an editorial error directly to the Manager, Graduation Services without involving the faculty.*

- (b) The Manager, Graduation Services will determine whether the amendment needs to be approved by the University Council.
- (i) If it is an editorial error such as a misspelling or formatting error, the Graduation Office will issue the graduate with a corrected version of the document upon receiving the original.
  - (ii) If the amendment would change the substance of what was approved by the University Council, the Manager, Graduation Services will forward the request for consideration by the Vice-Provost (Academic), who, if the amendment is justified, will forward it to the Council for approval.

### **5. 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 goatskin parchment.

## 6. Academic Transcript

- (a) An Academic Transcript is the official record of a student's study at the University.
- (b) Upon completion of a qualification, a digital copy of the student's Academic Transcript is made available through the My eQuals portal. A student may request an Academic Transcript prior to completion of their qualification.
- (c) A student may request a paper version of their Academic Transcript. When an Academic Transcript is issued as a paper document, it shall be signed by the relevant Associate Dean or Manager, Student Success.

*Note: A fee is charged for a paper version of an Academic Transcript (refer to the Fees Schedule).*

- (d) Academic Transcripts record the following information pertaining to a student's study at the University:
  - (i) Full legal name and University student ID number;
  - (ii) The basis on which the student was admitted to the University;
  - (iii) All credit-bearing courses taken at the University, including any failed courses all instances of repeated courses and courses taken as part of a PhD programme;
  - (iv) All University qualifications completed or granted;
  - (v) Statements about completion of requirements for any majors, minors or specialisations;
  - (vi) Micro-credentials approved by the Academic Board (alternatively, or in addition, a digital badge may be issued to represent the achievement);
  - (vii) A record of any credit granted by the University for previous study;
  - (viii) Title of any completed thesis, and a statement if it was completed in te reo Māori;
  - (ix) Scholarships, prizes and awards administered by the University Scholarships Office;
  - (x) Leadership, service and other programmes approved by the Provost; and
  - (xi) Inclusion in the Dean's List or the Teacher Education Excellence Award.
- (e) The following information is not to be included:
  - (i) Date of birth;
  - (ii) Title (Mr, Mrs, Dr etc.);
  - (iii) Courses in which the student is currently registered;
  - (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; and
  - (vi) Disciplinary or other sensitive comments.
- (f) The release of a student's Academic Transcript to a third party will comply with all legal requirements.

## 7. Certificate of Proficiency

- (a) A Certificate of Proficiency is a certificate for a course or courses that have not been credited towards a University qualification.

- (b) When a Certificate of Proficiency is issued as a paper document, it shall be signed by the relevant Associate Dean or Manager, Student Success.

## 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 community education or professional or executive development course.
- (b) Certificates of Attendance shall be issued by the Graduation Office or, with the approval of the Manager, Graduation Services, by a Head of School, School Manager or Manager, Student Success.
- (c) Certificates of Attendance issued by the Graduation Office are normally prepared on goatskin parchment and are signed by the relevant Programme Director.

## 9. Definitions

In this Policy, unless the context otherwise requires, the following definitions shall apply:

Graduand	A person who has completed a qualification at the University but not yet had the qualification granted.
Graduate	Someone who has had a qualification granted by the University Council.
Goatskin parchment	Heavy textured paper.
My eQuals	An online system used to issue electronic academic transcripts, qualification certificates and other documents
Thesis	The outcome of independent research, scholarship, and/or creative activity conducted under academic supervision and having a value of 90 points or more. For works of design, creation or performance, the work should include a written commentary. A research portfolio is a type of thesis.
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. The Seal is held by the Secretary to Council.

## Related Documents and Information

### 10. Related Documents

[Education and Training Act 2020](#)

[General Programmes of Study Regulations](#)

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

[Delegations Statute](#)

[Doctoral Regulations: for PhD and other Doctorates with Theses](#)

[Fees Schedule](#)

[General Academic Statute](#)

[Graduation Procedures](#)

[Master's Thesis Regulations](#)

## 11. Document Management and Control

Approver	Provost (as Sponsor of General Programmes of Study Regulations)
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