Academic Policy

Academic Documents

1. Policy Statement	This policy defines the requirements and responsibilities for the issuing of official and certified academic documents at SAE Institute Pty Ltd, and the replacement and reprinting of such documents. It ensures that all academic documents provided to current, graduating and former students of SAE are accurately recorded, authenticated, verifiable and secure.
2. Purpose	The purpose of this policy is to define the requirements and responsibilities for the issuing of official and certified academic documents at SAE Institute Pty Ltd, and the replacement and reprinting of such documents.
3. Scope	This policy applies in the context of SAE Institute Pty Ltd within Australia. The academic documents described in this policy meet the requirements of relevant Australian Government for legislation, and includes: 1. Testamur or Certificate; 2. Academic Transcript; and 3. Australian Higher Education Graduation Statement (AHEGS).
4. Associated Policies and Procedures	This policy should be read in conjunction with the following policies and procedures: ● Academic Documents Procedure ● Student Progression, Exclusion and Graduation Policy ● Information Privacy Policy ● Records Management and Archiving Policy
5. Associated Documents	This policy should be read in conjunction with the following documentation: ● Vizidox Digital Records Fact Sheet and FAQ's ● Australian Qualifications Framework (AQF) Qualifications Issuance Policy ● Tertiary Education Qualifications Standards Agency (TEQSA) Higher Education Threshold Standards for Qualifications and Certification ● Australian Privacy Act 1988 ● Relevant Privacy Acts in all states where SAE operates
6. Policy	**6.1 Introduction** Academic documents such as transcripts, testamurs, records of results, statements of attainment and AHEG Statements have rigorous processes applied to ensure that these documents are; ● Accurate at the time of issuance; ● Have mechanisms in place which prevent modification and tampering; ● Secured in such a way as to prevent access to unauthorized production; ● Verifiable by the Institute; and ● Made available to students as quickly as practicable. All SAE academic documents comply with the requirements of the Australian Qualifications Framework (AQF) Issuance Policy and the Tertiary Education Qualifications Standards Agency (TEQSA) Australian Skills Quality Authority (ASQA) Higher Education Threshold Standards for Qualifications and Certification. SAE has mature governance, management and technical systems in place to ensure that the processes used to create Academic Documents and rigorous and secure. All results are scrutinized by the Campus Moderation Committee at the

end of each teaching period for every student. These results are then reviewed nationally by the National Examiners Committee.

Graduands are then reviewed by the National Examiners Committee and these students are passed to the Academic Board for final approval.

Student records in the form of official documents are only made available for production once these processes have taken place.

6.2 Production of Official SAE Academic Documents:
SAE uses secure paper stock for transcripts, testamurs, certificates records of result and statements of attainment. This paper stock contains a number of security features designed to prevent unauthorised duplication and manipulation. SAE paper stock is stored in a central, secure location.

The production of official SAE Academic Documents is only available to authorised officers of the Institute using a two factor, digital authentication system. All document production is centralised to ensure strict security protocols are observed.

All paper-stock usage is recorded, including documents which need to be destroyed due to errors in production. Regular stock-takes of the paper and records associated with usage are conducted by the Directorate of Academic and Student Services.

SAE maintains an archive of paper-stock for the purposes of verification of historic documents.

SAE academic documents will be:
   a. Printed on official SAE stationery with security features;
   b. Numbered;
   c. Printed in English;
   d. Individually recorded on the student's file and on a central secure online system;
   e. Signed by the authorised SAE staff members and Chair of the Academic Board.

6.3.1 Testamurs
The SAE testamur is an official document imprinted with the seal of the Institute, stating that the student has successfully completed the award named on the testamur. The testamur format includes:

   a. Student's full name as recorded in the Student Management System;
   b. Award Title;
   c. Signatures of relevant SAE officers;
   d. Date of Conferral;
   e. SAE Academic Seal.

Any changes to the testamur format must be approved by the Chair of the Academic Board. Testamurs are given unique identifier codes that are printed on the document, and stored electronically within the student management system. These 'certificate numbers' are used as a means to verify documents.

From 2018 onwards, SAE will supplement this system by using blockchain technology.

6.3.2 Issuance of the Testamur

The original testamur, imprinted with the Academic Seal of SAE, will be given to students once the requirements of the Award(s) have been met. All awards are reviewed by the Learning and Teaching Committee who recommend graduands to the Academic Board. The Academic Board then recommend graduands to the Board of Directors who confer all Awards.

Testamurs are normally provided to students at their graduation. If a student wishes to receive their testamur prior to the graduation ceremony, they must contact Student Services on their respective SAE Campus, requesting this in writing and provide relevant forms of identification.

6.4.1 Academic Transcripts

The academic transcript is the chronological record of a student's study and results at SAE. The academic transcript includes:

a. the student's full name and Student ID as recorded on their official student record;
b. details of all modules undertaken;
c. details of any credit granted through recognition of prior learning;
d. the grades awarded for each module undertaken and Grade Point Average (GPA) for the course overall;
e. Outline of SAE's grading scheme;
f. all award titles, including specialisations and/or majors;
g. the student's degree status (e.g. course complete); and
h. the date of award conferral.

Changes to the academic transcript format must be approved by the Chair of the Academic Board.

6.4.2 Issuance of Academic Transcripts

An official academic transcript may be issued to a student, on payment of the prescribed fee, at any time after at least one result has been achieved for a module of study.

An academic transcript is provided to a student free of charge once they have met the course requirements and the award conferred by the Academic Board

Where an error has been made in the production of a transcript, a new transcript will be provided free of charge.

6.5.1 Australian Higher Education Graduation Statement (AHEGS)

The AHEGS complies with the Australian Government requirements and include the following:

a. SAE Logo and the AHEGS logo;
b. Compulsory explanatory paragraph from the Australian Government;
c. Certification containing date and signature of designated officer on first page of AHEGS;

d. AQF logo for AQF compliant qualifications;
e. Student's full name and Student ID as recorded on their official student record;
f. Name of the award, including any specialisations, a description of the award and pathway to further study and course accreditation;
g. Description of SAE and details of its inclusion on the TEQSA National Register of Higher Education Providers and CRICOS registration number;
h. Graduate's academic achievements, including modules of study, grades and credit points;
i. Details of medals or other awards for academic excellence;
j. Details of co-curricular activities related to the award, as approved by Academic Board;
k. Description of the Australian higher education system;
l. SAE grading scheme; and
m. SAE security features for an AHEGS.

6.5.2 Issuance of the Australian Higher Education Graduation Statement (AHEGS)
The AHEGS is only available to students who commenced their course in 2014 onwards.

The AHEGS is provided to students following award conferral. The AHEGS provided following award conferral is the only version issued. Subsequent amendments to format or content will not be reflected in any reprinted document.

6.6.1 Availability of Digital Academic Documentation via Vizidox
Vizidox gives students and graduates secure access to their academic records online using blockchain technology. It allows them to share their digital documents with anyone they choose, at any time. They can also control how long someone can view their records. Vizidox will be in addition to current paper-based Official Academic Transcripts and Australian Higher Education Graduation Statement (AHEGS) with verified digital formats. Degree certificates will also be available as verified digital documents, in addition to the continuing paper-based document. It provides faster access to graduation documents, particularly for those who don't attend a graduation ceremony or graduate outside a ceremony round. Documents will be accessible within 24 hours of their conferral. Those third parties (eg - employers) who receive access to documents from a student/graduate will be able to rely on the authenticity of the documents and be less concerned about potential fraud.

6.6.2 Documents available via Vizidox:
The following official academic documents will be available to all SAE students from 2018, and include:
• Official transcripts - before and after graduation
• Degree certificates (testamurs) - upon graduation only
• Australian Higher Education Graduation Statement (AHEGS) - upon graduation only

These documents will be available on each students' Vizidox account indefinitely.

6.7 Roles and Responsibilities

The SAE Dean, Southern, is responsible for the development, compliance, monitoring and review of academic documents, including the style, format and the security measures incorporated in their production.

The Chair of the Academic Board is responsible for the endorsement of official academic documents, and is approved by the Board of Directors.

It is the responsibility of the student to ensure that their personal contact details recorded in the student management system are up to date.

6.8 Recordkeeping
   a. All records are digitally held within Vizidox.
   b. Requests for issue of academic transcripts are held in the Student Management System.
   c. AHEGS Statements are held within the Student Management System.

Administrative Information and Version Control

Date	Summary of Changes	Approved by
30 October 2017	Policy Created	DRAFT
1 December 2017	Policy tabled for approval	Academic Board
2 October 2018	Minor revisions	Academic Board (flying minutes)