

Award Issuance Policy

Policy Category	Academic		
Document Owner	EL SIS Principal Executive Officer		
Responsible Officer	Director of Studies		
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References and Legislation	Education Services for Overseas Students Act 2000 (Cth); The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code) The Privacy Act 1988 (Cth)		
Related Documents	Monitoring Student Progress and Course Duration Policy and Procedures, Attendance Policy and Procedures.		
Version	Change description	Approved	Effective Date
1.0	Reviewed and updated 27/10/2020	Principal Executive Officer 29/10/2020	29/10/2020

1. Purpose

The purpose of this Policy is to provide information regarding the issuance of award documentation at ELSIS

2. Scope

This policy applies to all students enrolled in an English Language course at ELSIS.

3. Definitions

Item	Definition
<i>Certificate of Completion</i>	A certificate issued upon the successful completion of a course. A Certificate of Completion includes final grades and an overall grade.
<i>Certificate of Attainment</i>	A certificate issued to students who have not completed a course. A Certificate of Attainment includes course name, course level and course duration. It does not include final grades and an overall grade.
<i>Confirmation of Studies</i>	A formal document which can be used as proof of enrolment.

4. Policy

EL SIS will issue certification documentation recording details of students' academic information and qualification attainments consistent with The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code) and The Privacy Act 1988 (Cth) requirements. All of ELSIS certification documentation will comply with Australian regulatory legislation and standards and will be designed to prevent unauthorised reproduction and protect against fraud

4.1 Types of Award Documentation Issued

Certificate of Completion

Courses: General Intensive English (GIE), International English Learning Testing System (IELTS)

Students will be awarded an ELSIS **GIE Certificate of Completion** if they **have attended at least 4 weeks** of their General Intensive English (GIE) Course, with a minimum overall attendance of 70%.

Courses: Preparation Course for the Cambridge English Examinations (CEE)

Students will be awarded an ELSIS **Certificate of Completion** if they have attended **at least 6 weeks** of their Cambridge Preparation Course (FCE, PET, CAE) with a minimum overall attendance of 70%.

Courses: English for Academic Purposes 1 and 2 (EAP1 / EAP2)

Students will be awarded an ELSIS **EAP Certificate of Completion** if they have attended **at least 6 weeks** of their English for Academic Purposes 1 and 2 Courses, with a minimum overall attendance of 70%.

- If the student's attendance is below 80%, it must be confirmed that they had previously been issued with a Notification of Intention to Report and that the Appeal was upheld in their favour.
- Final grades will be based on assessment results achieved throughout the duration of the course.

Certificate of Attainment

- Students will be awarded a Certificate of Attainment if they have attended less than 4 weeks of a (GIE) or (IELTS) course.
- Students will be awarded a Certificate of Attainment if they have attended less than 6 weeks of a (CAE) or and EAP course.

Confirmation of Studies

- Students will receive a **Confirmation of Studies Letter** if they require confirmation of the course they are studying or their level.

5. Award Document Specifications

All academic transcripts issued by ELSIS must be prepared consistent with the specifications approved by the Director of Studies (DoS).

5.1 The front page of ELSIS Certificates must include:

- Student full name
- Course name and level attained
- Course start and finish dates
- Date of issue
- Student number
- ELSIS CRICOS code
- Logos of accreditation bodies (NEAS, English Australia)
- The Director of Studies' full name and signature

5.2 The back of ELSIS certificates include the Key to Levels and the Key to Grades.

6. Signatories on College Award Documentation

EL SIS certificates will be printed on stationary featuring the Seal of the College and will show the names and signatures of the Director of Studies and a unique certificate number for document identification.

7. Protection of College Award Documentation Against Fraud

7.1 All ELSIS issued certificates will be printed on official stationery. Official stationery is paper with security features which is difficult to replicate. The Student services officer will arrange for the printing of all certification documentation and will ensure all official stationery is securely maintained to prevent unauthorised production and/or fraudulent issues.

7.2 Anyone found to be falsifying any certification documentation or Confirmation of studies documentation will be dealt with under ELSIS student and staff policies and may result in prosecution under the applicable Australian Commonwealth, State or Territory Crimes Act.

8. Issuing of Certification Documentation

8.1 Students who complete all the requirements of their enrolled course will have the relevant award conferred to them.

8.2 Students may request additional copies of their certificates on a fee for service basis.

8.3 Withholding of Certificates

EL SIS may determine to withhold a student's entitlement to be issued his or her award certification documentation and/or Completion Letter in particular circumstances including, but not limited to:

- where the student has not discharged all of their financial obligations to ELSIS, or
- where the student has not returned all borrowed library books.

9. Supply of Award Documentation to third parties

EL SIS may provide copies of student certificates to external organisations (for example, to professional accreditation bodies and student pathway educational institutions.)

EL SIS may also be required to provide copies of Certificates or academic transcript under specific legislation including Education Services for Overseas Students Act 2000, and to police services or other law enforcement agencies under subpoena, police search warrant or other similar written official request.

10. Revocation of awards and return of certificates and academic transcripts

EL SIS may revoke an award and require the return of a certificate in the following circumstances:

11. Award was obtained by fraud, misconduct or dishonesty

EL SIS may revoke an award and require the return of the certificate if shown to its satisfaction that the award was improperly obtained. Upon revocation of a certificate, the person is advised in writing that they are no longer to cite or imply that they are a recipient of that award.

11.1 Award was conferred in error

EL SIS may revoke an award and require the return of the certificate if shown to its satisfaction that the certificate was presented erroneously.

11.2 Document error

Student services may require the return of a certificate if the issued document contains incorrect details, before student services issue the corrected certificate.

11. Replacement of original Certificate

An ELSIS graduate may make an application for a certificate replacement due to document loss or damage, or personal legal name change. Replacement certificates will be issued for a fee and will be recorded in the student management system.

Replacement certificates will be issued in the approved document format which is in effect at the time of the replacement.

13. Record Management

All records of graduated students are permanently kept in an electronic format in the student management system.

Student services will be responsible for the updating of all relevant records pertaining to the student and the relinquished award and for assuring the destruction of the relinquished award.

The academic records of current and past students of ELSIS belong to the School. The Senior student services officer is the appointed steward of all academic records and is responsible for ensuring the control, accuracy and validity of the electronic student data.