



THE UNIVERSITY
of ADELAIDE
COLLEGE

Issuing of Transcripts Policy

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Document Information

Revision History

Revision date	Updated by	Summary of changes	Version
01/07/2007	Rachel Ireland	Original document	1.0
06/07/2013	Jenny Kenyon	Full document review	2.0
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24/10/2016	Jenny Kenyon, Liz Walker & Tina Vaccaro	Full policy revision	4.0
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Approval

This document requires the following approvals:

Name	Date	Version
Anne Field	01/07/2007	1.0
Andrew Foley, Campus Director		2.0
Salima Lakhani, Deputy Director, Corporate Services		2.0
Andrew Foley, Campus Director	11/07/2016	3.0
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1.0 Policy

This policy provides information on the issuing of transcripts and reports for the various programs run by The University of Adelaide College. These programs include General Academic English (GAE), Foundation Studies (FSP1 and FSP2), Foundation Studies Accelerated (FSPX) and Degree Transfer Extended (DTE).

Electronic copies of student reports are retained by the College but official transcripts will not be distributed to students in electronic format.

Transcripts for the Degree Transfer Standard and Degree Transfer Accelerated courses are issued by The University of Adelaide.

Varying guidelines surround the issuing of transcripts across the College's programs which take into consideration program end dates, attendance and the timing of when the transcripts would be issued. These have been outlined under their respective headings below.

2.0 General Academic English Program (GAE)

Students studying GAE are issued with a final report at the end of their program.

All GAE final reports, advise the number of weeks that the student undertook and the start and end dates of the course. The student's overall mark is calculated and reported as a percentage on the report.

Other study-related items are also included on the report, such as Attendance/punctuality to class and Completion of Homework. The student's overall attendance rate over the length of their course is also calculated and recorded.

The report displays the Campus Director's signature.

One copy of the final GAE report is provided free of charge for each student, in person, on graduation day.

3.0 Foundation Studies program (FSP)

3.1 End of Semester 1 grades

Students' overall subject grades are emailed to them at the end of their first semester (to their University email address).

3.2 End of Semester 1 report

Students studying FSP are issued with a report for Semester 1. End of semester months are indicated as follows:

- FSP1 with commencement in February, will be issued in the following July
- FSP2 with commencement in July, will be issued in the following December

This report contains the exam and overall semester mark, for each subject, calculated and reported as a percentage on the report.

Other study-related items are also included on the report, such as Attendance/punctuality to class, Completion of Homework and Quality of Work.

The report displays the Campus Director's signature.

One copy of the official hard-copy report is provided free of charge for each student, in person, upon commencement of their second semester.

3.3 Final transcripts

- Students are issued with an original copy of their final transcript after the graduation ceremony has been conducted. Graduation months are indicated as follows:
 - FSP1 student transcripts will be issued in December
 - FSP2 student transcripts will be issued in July

This transcript contains the overall mark across the whole year, calculated and reported as a percentage, for each subject. The final overall mark across all five (5) subjects is also calculated and reported.

This transcript displays the Campus Director's signature.

One copy of the official hard-copy transcript is provided free of charge for each student, in person, the day after their graduation.

4.0 Foundation Studies Accelerated program (FSPX)

4.1 End of Semester 1 grades

Students' overall subject grades are emailed to them at the end of their first semester (to their University email address).

4.2 End of semester 1 report

The FSPX program commences in October and finishes in July. FSPX students are issued with a report for Semester 1, which ends in February each year.

This report contains the exam and overall semester mark, for each subject, calculated and reported as a percentage on the report.

Other study-related items are also included on the report, such as Attendance/punctuality to Class, Completion of Homework and Quality of Work.

The report displays the Campus Director's signature.

One copy of the official hard-copy report is provided free of charge for each student, in person, upon commencement of their second semester.

4.3 Final transcripts

FSPX students are issued an original copy of their final transcript after the graduation ceremony has been conducted. Graduation occurs in July each year.

This transcript contains the overall mark across the whole year, calculated and reported as a percentage, for each subject. The final overall mark across all five (5) subjects is also calculated and reported.

This transcript displays the Campus Director's signature.

One copy of the official hard-copy transcript is provided free of charge for each student, in person, the day after their graduation.

5.0 Foundation Studies Graduation Certificates

One copy of the graduation certificate is provided free of charge for each student, in person, at either the graduation ceremony or the day after the graduation ceremony.

6.0 Degree Transfer Extended (DTE)

The Degree Transfer Extended (DTE) program is a bridging program with two (2) intakes per year, occurring in March (DTE1) and October (DTE2).

DTE students are issued with an original copy of their final transcript in the months indicated as follows:

- DTE1 will be issued in July
- DTE2 will be issued in March

This report contains the overall mark across the whole program, calculated and reported as a percentage, for each subject. The final overall mark across all five (5) subjects is also calculated and reported.

This report displays the Campus Director's signature.

One copy of the official hard-copy transcript is provided free of charge for each student, in person. Collection dates are announced at the end of the program.

7.0 Extra copies of transcripts and reports

Additional copies of final reports can be provided, on request from the student using the 'Request for Student Document Reprint' form. The form is available from the College Reception Desk and the College web site.

The provision of the report copy incurs a cost to the student of \$20AUD for one (1) paper copy. Electronic copies of reports will not be distributed.

Students can collect reports in person from the College Reception Desk. Students who are no longer living in Adelaide may choose to have their documents posted (see Section 8.0 below).

Allow approximately five (5) business days for report generation.

8.0 Postage of reports

Postage options and costs are as follows:

Outside of South Australia: Australia Post Express Post. Cost is \$12AUD

Outside Australia: Australia Post Express International. Cost is \$40AUD

If someone else is being nominated to collect a student's document on their behalf, then that person's details will need to be provided on the Student Document Form, under Section C. To ensure that the College is providing the documents to the correct person, the nominated person will also need to provide photo identification at the time of collecting the documents.



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