

# Certification Documentation Issuance Policy and Procedure

## Document

<b>Document Name</b>	Certification Documentation Issuance Policy and Procedure
<b>Brief Description</b>	This Policy and Procedure sets out Sydney Institute of Business and Technology's (SIBT) approach to ensure the consistent and secure issuance of certifications, compliance with relevant standards and regulations, and assurance that qualifications are awarded legitimately.
<b>Responsible Officer</b>	Director of Student and Academic Services
<b>Delegated Approver</b>	Academic Board
<b>Initial Issue Date</b>	7 April 2021
<b>Date for Next Review:</b>	14 April 2029

## Version Control

Date Approved	Version No.	Summary of Changes	Approver
14/4/26	4	Clarified Purpose, updated Definitions to include Aegrotat Award, Posthumous Award and Coursework, Improved clarity in 4.2, 4.4, 4.5, 4.7, 4.8, 5.7 Added Record Keeping of Awards Issued	Academic Board

## Related Documents

Name	Location
Credit for Prior Learning Policy	<a href="#">SIBT Website</a>
Program Progress Policy	<a href="#">SIBT Website</a>
Student Code of Conduct	<a href="#">SIBT Website</a>
Student Complaints and Appeals Policy	<a href="#">SIBT Website</a>
Privacy Notice	<a href="#">SIBT Website</a>
Document Request Form	<a href="#">SIBT Website</a>
Higher Education Support Act 2003	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>
Higher Education Standards Framework (Threshold Standards) 2021	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>
Education Services for Overseas Students Act 2000	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>
National Code of Practice for Providers of Education and Training to Overseas Students 2018	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>

Name	Location
Tertiary Education Quality and Standards (TEQSA) Act 2011	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>
Education Services for Overseas Students Regulations 2019	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>
Migration Act 1958	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>

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## 1. Purpose

- a) Sydney Institute of Business and Technology (SIBT) is committed to ensuring the accuracy and authenticity of all issued documents.
- b) This Policy describes the process around eligibility to graduate and quality assurance to ensure the academic integrity of SIBT's awards is protected.

## 2. Definitions

Term	Meaning
<b>Academic Transcript</b>	A formal and certified record of all units attempted by an individual during their studies leading to a qualification upon its completion. An Academic Transcript is issued to a student whose eligibility to graduate has been approved by the Academic Board.
<b>Academic staff</b>	Anyone employed or engaged by SIBT to carry out academic duties.
<b>Aegrotat Award</b>	An award conferred due to permanent, catastrophic incapacity (illness/injury) that prevents completion. It is a compassionate measure used when a student is close to graduation—typically within their final session—and has demonstrated high likelihood of success.
<b>AQF</b>	The Australian Qualifications Framework ( <a href="http://www.aqf.edu.au">www.aqf.edu.au</a> ).
<b>AQF certification documentation</b>	The set of official documents confirming that an AQF qualification or statement of attainment has been issued to an individual, as applicable for the type of AQF qualification.
<b>AQF recognised higher education qualification</b>	A qualification located at levels 5, 6, 7, 8, 9 or 10 in the Australian Qualifications Framework.
<b>Completion Letter</b>	A document stating that the student is entitled to be awarded a specified qualification.
<b>Coursework</b>	Coursework is defined under the <a href="#">Australian Qualifications Framework (AQF)</a> as a method of teaching and learning that leads to the acquisition of skills and knowledge that does not include a major research component.
<b>International student/ Overseas student</b>	A student required to hold a student visa for study in Australia.
<b>Posthumous Award</b>	An academic award conferred after a student has died before they were able to graduate. It may also be a compassionate measure used when a student is close to graduation—typically within their final session—and has demonstrated high likelihood of success prior to their death.
<b>Statement of Academic Record</b>	A record of all units attempted by an individual during their studies leading to a qualification, prior to its completion. A Statement of Academic Record may be issued at any time during progress towards the qualification.
<b>Testamur</b>	The official, legal, certification document that can only be released once a qualification has been conferred (awarded) to the individual.
<b>Unit</b>	A unit of study in a higher education program or a unit of study, subject, and/or unit of competency in a vocational education and training program.

### 3. Application

This Policy applies to all students, staff, and all SIBT-issued documents recording details of students' academic information and qualification attainments.

### 4. Policy Statement

#### 4.1 Statement of Commitment

- a) SIBT undertakes to ensure:
  - i. SIBT-issued certification documentation recording details of students' academic information and qualification attainments is consistent with applicable Australian laws, regulations and standards, as amended from time to time;
  - ii. SIBT qualification recipients receive only the qualification certification documentation to which they are entitled;
  - iii. SIBT-issued certification documentation associated with SIBT's accredited AQF-recognised qualifications will:
    - Be clearly distinguishable from other SIBT-issued certification documentation that does not lead to an AQF-recognised qualification;
    - Identify that the award is recognised within the AQF in a manner consistent with the applicable laws, regulations, and guidelines;
    - Display the nomenclature of the title of the AQF qualification being awarded consistently with the accredited AQF recognised award title;
  - iv. SIBT-issued certification documentation that does not lead to an AQF-recognised qualification will not use any award title nomenclature already in use for an award leading to an AQF qualification and will contain sufficient information that makes clear the authority under which the certification documentation is issued;
  - v. SIBT written, oral, or electronic information in relation to SIBT awards does not reference any non-AQF recognised qualification as a qualification recognised under the AQF; and
  - vi. All issued SIBT certification documentation is designed to prevent unauthorised reproduction and protect against fraud.
- b) SIBT's commitment set out in clause 4.1 a) is reinforced by legislation and government agencies that register, accredit, authorise, review, and monitor organisations delivering Australian education, issuing approved qualifications in the Australian Qualifications Framework (AQF) and protecting the reputation of Australian qualifications. This commitment also recognises the importance for graduates and others to be confident that the qualifications awarded by SIBT are part of Australia's Qualifications Framework.

#### 4.2 Types of Certification Documentation Issued

##### *Higher Education Awards*

- a) Students who have satisfactorily completed the requirements for a higher education award issued by SIBT are entitled to receive:
  - i. A Testamur; and
  - ii. An Academic Transcript.

- b) SIBT will issue a Statement of Academic Record for all attempted units to students whose enrolment in a higher education program has been withdrawn or cancelled. The Statement of Academic Record may also be issued to a student, upon their request, at any time before the completion of the qualification.

#### *Foundation Program Awards*

- a) Students who have satisfactorily completed the requirements of the SIBT Foundation Program are entitled to receive:
  - i. A Testamur; and
  - ii. An Academic Transcript.
- b) SIBT will issue a Statement of Academic Record for all attempted units to students whose enrolment in the Foundation Program has been withdrawn or cancelled. The Statement of Academic Record may also be issued to a student, upon their request, at any time before the completion of the qualification.

#### *Training and Other Activities*

- a) SIBT may issue other certification documentation for training or other activities conducted by the College consistent with the Statement of Commitment set out in section 4.1.

### 4.3 Authority to Confer SIBT Accredited Academic Awards

- a) The SIBT Board of Directors has delegated authority for the award of higher education qualifications to the Academic Board.

### 4.4 Higher Education Coursework Eligibility to Graduate Requirements

- a) To be eligible to graduate, higher education coursework students must have:
  - i. Been enrolled in the program that leads to the award;
  - ii. Satisfied the criteria that advanced standing credit granted is within the limit as per SIBT's Credit for Prior Learning Policy;
  - iii. No financial debt owed to SIBT;
  - iv. No current exclusion penalty on their record;
  - v. Provided their Unique Student Identifier (USI);
  - vi. Not already graduated from that award; and
  - vii. Been assessed by the Program Convenor as having successfully completed all academic and approved requirements for their program. These requirements are set out in the official SIBT program guide from the year the student began their studies. If a student has followed a different set of requirements due to credit arrangements or a program transfer, these must be approved by the Academic Director in line with SIBT's policies.
- b) The Delegated Senior Academic Services staff member shall confirm those students who have satisfied the administrative eligibility requirements set out in 4.4 a) i-vi
- c) The relevant Program Convenor shall confirm those students who have satisfied the higher education coursework eligibility to graduate requirements set out in 4.4 a) vii
- d) Students will be eligible to receive a Testamur and an Academic Transcript once a qualification has been conferred (awarded) to the individual.

### 4.5 Eligibility to Graduate in Aegrotat

- a) Where, as a result of death or permanent incapacity, a student fails to complete program requirements, but has completed a substantial proportion of them, the relevant Program Convenor may recommend to the Academic Director that the student be deemed to have completed requirements of a program in aegrotat.
- b) Students, close family members, or friends may also apply to the Academic Director for an aegrotat assessment.
- c) Such a recommendation would normally be made within two (2) years of the student's last enrolled study period.
- d) All requests for an aegrotat assessment must be supported by relevant documentary evidence which may include:
  - i. The academic results of studies attempted and completed,
  - ii. completion of research work, papers and publications,
  - iii. literature reviews, or
  - iv. other tangible programs and/or research related activities.
- e) The Academic Director may seek advice from other parties and/or the Academic Board when considering such requests.
- f) When a student is considered eligible to graduate in aegrotat, the Academic Director may recommend to the Academic Board that they authorise the award to be conferred.
- g) The Testamur of an award conferred in aegrotat shall make clear that the award has been granted in aegrotat.

#### 4.6 Conferral of Awards

- a) Students who have satisfactorily completed the requirements of a qualification in accordance with sections 4.4 or 4.5 will be considered eligible to be conferred into the entitled award.

#### 4.7 Conferral of an Award Posthumously

- a) When a student who has been deemed eligible to graduate or graduate in aegrotat becomes deceased before the conferral of their award, the Academic Board may recommend to the Board of Directors that they authorise the award to be conferred posthumously.
- b) The Testamur will have the name of the award as well as the word 'posthumous'.

#### 4.8 Withholding of Graduation Entitlement

- a) Notwithstanding sections 4.4 to 4.7 above, the Academic Board (or designate) may determine to withhold a student's entitlement to be issued their certification documentation' and/or Completion Letter in particular circumstances including but not limited to where:
  - i. Proceedings relevant to the student are pending or have commenced in accordance with the provisions of SIBT's Academic Integrity Policy and/or the Student Code of Conduct;
  - ii. The student has not discharged all of their financial obligations to SIBT; or
  - iii. The student has not returned all borrowed library books, SIBT equipment and materials.
  - iv. The student has not provided a valid USI

## 5. Procedure

### 5.1 Award Document Specifications

- a) All Testamurs, Academic Transcripts, Statements of Academic Records and other certification documentation issued by SIBT will be prepared consistently with the specifications approved by the Academic Board, having regard to the commitments communicated at section 4.1 above.
- b) In carrying out these commitments SIBT shall ensure:
  - i. SIBT-issued certification documentation for higher education qualifications will be consistent with the Higher Education Standards Framework established under the Tertiary Education Quality Standards Act (2011), including the legislated Qualification Standards for higher education providers, AQF guidelines, and the ESOS Act (2000), as updated from time to time;
  - ii. SIBT-issued Academic Transcript will include information that correctly identifies at a minimum all accredited units attempted by the student towards the qualification award (including any failed units, and all instances of repeated units undertaken) by their unit code, full title, the period of study the unit was attempted/undertaken, the credit points assigned to the unit, the final mark achieved for the unit (where available), and the final grade awarded for the unit;
  - iii. SIBT-issued Academic Transcript may also include information about other program requirements leading to the attainment of the award, for example completion of practicum or clinical requirements; statements regarding professional accreditation/s associated with the award; a record of any credit granted for prior completed studies (advanced standing or credit transfer), or recognition of prior learning (RPL) that contributed to the issuance of the award;
  - iv. SIBT-issued Academic Transcript for non-award programs and other programs that do not lead to an AQF recognised qualification will:
    - Not use any award title nomenclature already in use for an award leading to an AQF qualification;
    - Contain sufficient information that makes clear the authority under which the certification documentation is issued;
    - Not include the use of the words Australian Qualifications Framework (AQF) or the AQF logo.
  - v. No SIBT-issued Testamur will include the Unique Student Identifier.

### 5.2 Signatories on SIBT Certification Documentation

- a) All Testamurs and Academic Transcripts issued by SIBT will bear the signature of the College Director and Principal.
- b) All other certification documentation issued by SIBT will bear the signature of the officer authorised by the College Director and Principal.

### 5.3 Protection of SIBT Certification Documentation against Fraud

- a) All SIBT-issued certification documentation in connection with accredited awards is protected against fraudulent issuance through a range of measures. These include:

- i. Printing Academic Transcripts and Statements of Academic Record on paper with security features, such as watermarks and chemical reactive ink difficult to replicate and which enable the originality of the document to be authenticated;
  - ii. Printing Testamurs on paper stock including an SIBT Embossed seal and hologram with SIBT logo difficult to replicate;
  - iii. Assigning a unique document number to each Testamur, Academic Transcript and Statement of Academic Record issued; and
  - iv. Ensuring issued certification documentation displays the signature(s) and the name(s) and office(s) of the signatory(ies) authorised to issue the documentation.
- b) Falsification of the Testamur, Academic Transcripts and/or Statements of Academic Record, or any other SIBT document recording details of a students' academic information and qualification attainment damages the reputation of the organisation, its students and graduates at national and international levels.
- c) Students who falsify documents covered by this Policy will be dealt with under SIBT's [Student Code of Conduct](#) and persons who falsify documents covered by this Policy may be prosecuted under the applicable Australian Commonwealth, State or Territory [Crimes Act](#).

#### 5.4 Security of Certification Parchment

- a) Blanks of official certification parchment are held in a secure location under the control of the Director of Student and Academic Services.

#### 5.5 Printing of Award Documents

- a) The Student Administration's Office is responsible for:
- i. The printing of all certification documentation; and
  - ii. Securely disposing of any parchment damaged or deemed unusable during the printing process.
  - iii. Recording the details related to (i-ii) in the Issuance Register (refer 5.6).

#### 5.6 Master Record of Awards Issued

- a) The Student Administration's Office is responsible for maintaining an accurate and up-to-date record of all parchment/Testamurs.
- b) The Issuance Register is driven by the unique document number and all parchment, not held in secure storage must be accounted for in the Issuance Register
- c) The Issuance Register must record the following:
- i. Authenticity: Unique document identification number;
  - ii. Graduate: full legal name;
  - iii. Graduate: Student ID;
  - iv. Award: full, official title of the qualification;
  - v. Conferral/Issued Date;
  - vi. Authenticity: Verification of authorised signatory/s
  - vii. Institution: Name of Issuing Higher Education Provider;
  - viii. Replacement Details: If the parchment is a replacement, it must be recorded as such, referencing the original issue date and approval to re-issue; and
  - ix. Disposal Details: If the parchment is unusable due to damage, loss of integrity in security features or printing errors this must be recorded in the Issuance Register

#### 5.7 Issuing Certification Documentation

- a) SIBT will issue one copy of a student's Testamur and Academic Transcript per qualification free of charge upon successful completion of the program. Students are not required to apply for the initial issue of their Testamur and Academic Transcript.
- b) Enrolled students who have not completed their qualification may request a Statement of Academic Record at any time on a fee-for-service basis by submitting the [Document Request Form](#) and fee payment to the Student Administration Office (refer [Tuition Fees and Charges Policy](#) and [Fees and Payments](#) on the SIBT website).
- c) Students whose enrolment in their program has been withdrawn or cancelled can request a copy of their Statement of Academic Record free of charge within 90 days of program withdrawal or cancellation.
  - i. Upon withdrawal or cancellation from their program, the student will be advised to submit a [Document Request Form](#) to ensure the Statement of Academic Record is sent to the student's current residential address.
  - ii. Following the initial provision, students may request further copies of the Academic Transcripts and Statements of Academic Record on a fee-for-service basis. A [Document Request Form](#) and full payment must be submitted to the Student Administration Office for processing (refer [Tuition Fees and Charges Policy](#) and [Fees and Payments](#) on the SIBT website).
  - iii. Refer to [section 5.9](#) for information on obtaining a replacement Testamur.
- d) SIBT may provide copies of an individual's certification documentation to external organisations (for example, to professional accreditation bodies, other educational institutions and for employment purposes), where the student has provided appropriate written authority for SIBT to do so or where such disclosure falls within the SIBT and Navitas Privacy Policy (Refer [Privacy Centre](#)).
- e) SIBT may also be required to provide copies of an individual's certification documentation under specific legislation including the Higher Education Support Act 2003, and/or Education Services for Overseas Students Act 2000, and to police services or other law enforcement agencies under subpoena, police search warrant or another similar written official request. The Privacy Centre directs SIBT's response in such situations (Refer [Privacy Centre](#)).

## 5.8 Issuing Official Completion Letter

- a) A Completion Letter is intended only as an interim confirmation that all academic requirements and all requirements of a qualification have been completed. As such, a Completion Letter may only be issued to a student on the Board of Examiners' graduands list that have been confirmed by the Program Convenor and Student Services Team Leader to have satisfied section 4.4 requirements and subsequent approval by the Academic Board Chair.
- b) A Completion Letter is not an official conferral of the award by SIBT. The Director of Student and Academic Services (or delegate) issue a Completion Letter free of charge to all students who have been deemed eligible by the Board of Examiners quality assurance process outlined in 5.7a).
- c) Completion Letters are issued on SIBT letterheads.

## 5.9 Return of Testamurs and Academic Transcripts

- a) SIBT may require the return of a Testamur, Academic Transcript, Statement of Academic Record, and/or other certification documentation in the following circumstances:

- i. Fraud or dishonesty: The SIBT Board of Directors may revoke an award and require the return of the Testamur and Academic Transcript if shown to its satisfaction that the award was improperly obtained. Any prize, scholarship or other benefit awarded by SIBT and to which the recipient was entitled upon award of that diploma, or other qualification shall also be revoked and must be refunded or returned to SIBT. Upon revocation of an award by the SIBT Board of Directors, the person is advised in writing that they are no longer to cite or imply that they are a recipient of that award;
- ii. Erroneous presentation of award: The SIBT Board of Directors may revoke an award and require the return of the Testamur or Academic Transcript if shown to its satisfaction that the certification documentation was presented erroneously;
- iii. Document error: The Director of Student and Academic Services may require the return of an issued original Testamur, Academic Transcript or Statement Academic Record if it is known that the issued document contains incorrect details, prior to the issue of the corrected documents; and
- iv. Replacement of original Testamur: A graduate of SIBT may make an application for a replacement Testamur due to document loss or damage, or personal legal name change. Replacement Testamurs will be issued on a fee-for-service basis (Refer [Tuition Fees and Charges Policy](#) and [Fees and Payments](#) on the SIBT website).

#### 5.10 Application for Replacement of a Testamur

The Director of Academic and Student Services may authorise the issue of a replacement Testamur subject to a verification process if:

- a) The original is lost, stolen, or destroyed. In this case the application must be accompanied by a Statutory Declaration detailing the circumstances. In addition, the graduate must sign an agreement that if subsequently the original Testamur is located, the replacement Testamur must be returned.
- b) The original is damaged. In this case the original, damaged Testamur must be returned prior to the issuance of the replacement. A Statutory Declaration is not required.
- c) A replacement is required because of a change of name. In this case certified copies of proof of name change documents and the original Testamur must be attached.
- d) To apply for a replacement Testamur graduates must use the [Document Request Form](#) on the SIBT website and attach the following:
  - i. Proof of identification which includes photo ID and signature;
  - ii. Student ID number (if known);
  - iii. Payment confirmation of the replacement fee for the reproduction of documentation as specified in the [Fees and Payments](#) on the SIBT website.
  - iv. Original Testamur (if applying under b) or c) above)
  - v. Any other documents (if applying under a) or c) above)

#### 5.11 Replacement Testamur

- a) The Director of Student and Academic Services will assess the application and based on the outcome of the verification process may authorise the replacement of a Testamur issued to a graduate of SIBT or an antecedent institution.

- b) Appeals against a decision not to replace a Testamur may be lodged in accordance with the Student Complaints and Appeals Policy (refer [Student Complaints and Appeals Policy](#)).
- c) Replacement Testamurs (including those which relate to antecedent institutions) will be issued in the approved document format which is in effect at the time of the replacement.
- d) Replacement Testamurs will display a statement indicating that the Testamur has been reissued and the date on which it was replaced e.g. "This is a replacement Testamur issued on [Date]".
- e) Details of replacement Testamurs will be added to the Issuance Register as per section 5.6.

#### 5.12 Fees and Charges

- a) Incidental fees charged to cover administrative costs associated with the reissuing, replacement, or resupply of SIBT-issued certification documentation outside of the normal issuance period are reviewed annually. (Refer [Tuition Fees and Charges Policy](#)). Incidental Fees are available on the [SIBT website](#).

#### 5.13 Verification of Academic Records for Third Parties

- a) It is in the interests of students and graduates of SIBT that the academic achievements and qualifications claimed by applicants for educational, professional, business, and other service roles are genuine. Employers, professional bodies, licensing and regulatory bodies, and others may wish to verify that information on academic records is accurate.
- b) Requests for verification of academic records must be made in writing to the Director of Student and Academic Services.

### 6. Responsibilities

- a) The Academic Board and Senior Management Team are responsible for oversight of this Policy.
- b) The Director of Student and Academic Services is accountable for the ongoing development, approval, implementation, awareness, and effectiveness of this Policy.
- c) The Academic Director, other executive members, Program Convenors, and functional managers are responsible for ensuring employees are aware of this Policy and their responsibilities defined herein.
- d) Employees of SIBT are responsible for being aware of and complying with this Policy.
- e) Each of the positions involved in implementing and achieving policy objectives and carrying out procedures are clearly described here.

### 7. Review

- a) This Policy is reviewed by the Responsible Officer and the Quality and Compliance Manager for a minimum of every three (3) years or following updates of any changes to regulatory compliance requirements, legislation, regulations, and guidelines.
- b) This review process aims to ensure alignment to appropriate strategic direction and continued relevance to SIBT's current and planned operations.

## Appendix A: Certification Documents' Inclusions and Security Features

Document	Inclusions	Security Features
<b>Testamur</b> AQF Awards	<ul style="list-style-type: none"> <li>• SIBT logo</li> <li>• AQF logo</li> <li>• Student name</li> <li>• Qualification name</li> <li>• SIBT embossed seal</li> <li>• Date</li> <li>• CDP name, title, and signature</li> <li>• Unique document number</li> <li>• Hologram with SIBT logo</li> <li>• Footer including SIBT's name, ABN number, CRICOS number</li> </ul>	<ul style="list-style-type: none"> <li>• SIBT Embossed seal</li> <li>• Hologram with SIBT logo</li> <li>• Unique document number</li> </ul>
<b>Testamur</b> Non-AQF Awards	<ul style="list-style-type: none"> <li>• SIBT logo</li> <li>• Student name</li> <li>• Qualification name</li> <li>• SIBT embossed seal</li> <li>• Date</li> <li>• CDP name, title, and signature</li> <li>• Unique document number</li> <li>• Hologram with SIBT logo</li> <li>• Footer including SIBT's name, ABN number, CRICOS number</li> </ul>	<ul style="list-style-type: none"> <li>• SIBT Embossed seal</li> <li>• Hologram with SIBT logo</li> <li>• Unique document number</li> </ul>
<b>Academic Transcript</b>  <b>Statement of Academic Record</b>	<ul style="list-style-type: none"> <li>• SIBT logo</li> <li>• Student name</li> <li>• Student address</li> <li>• Student number</li> <li>• Qualification name</li> <li>• Issue date</li> <li>• Unit code/title/mark/grade/study period/credit points</li> <li>• GPA score</li> <li>• CDP name, title, and signature</li> <li>• Unique document number</li> <li>• Footer including SIBT's name, ABN number, CRICOS number</li> <li>• Overlap:</li> <li>• Key to the results inclusive of GPA points scheme</li> </ul>	<ul style="list-style-type: none"> <li>• Watermarks</li> <li>• Chemically reactive ink</li> <li>• Unique document number</li> </ul>
<b>Completion Letter</b>	<ul style="list-style-type: none"> <li>• SIBT logo</li> <li>• Student name</li> <li>• Student address</li> <li>• Student number</li> <li>• Issue date</li> <li>• Footer including SIBT's name, ABN number, CRICOS number</li> </ul>	N/A

Document	Inclusions	Security Features
	<ul style="list-style-type: none"> <li>• Signature of the Student and Academic Services Officer</li> <li>• Wording (exemplar):</li> </ul> <p><i>This is to certify that the above-mentioned student was enrolled in the Diploma of Business program at Sydney Institute of Business and Technology. Mr John Citizen commenced his studies on 05/03/2021 and completed his studies on 28/01/2022.</i></p> <p><i>Please note that our programs are accredited by TEQSA and listed on CRICOS.</i></p> <p><i>If you have any queries regarding this student's enrolment, please do not hesitate to contact me.</i></p>	