

VERIFICATION OF ACADEMIC CREDENTIALS

Policy number	41	Version	1
Approved by ABG on	25 September 2015	Scheduled review date	September 2016

1 Purpose

The purpose of this policy is to detail procedures that must be followed in verification of academic credentials.

2 Scope

The policy is an operations policy relevant to student and staff life cycles.

3 Policy Statement

Verification of the academic credentials of staff and students are critical to the quality of learning and teaching opportunities at NIODA. An organisation without procedures for verification of academic credentials may be vulnerable to fraud or error.

4 Responsibilities

It is the responsibility of the Director of Academic Programs to ensure that all academic credentials are verified according to procedures outlined below

5 Processes

On application for NIODA course places or employment positions, students and staff who have graduated from Australian tertiary institutions must provide certified copies of all awards and academic transcripts,

In some cases, when the institution is unknown to staff responsible for verifying credentials, students and staff who have graduated from overseas tertiary institutions are required to provide assessment from the Overseas Qualifications Unit oqu@LiveInVictoria.vic.gov.au .

If there is any doubt about the legitimacy of the Award, NIODA administration staff responsible for the logistics of enrolment of students or employment of staff will contact the conferring institution to establish the veracity of the award and, where the institution is unknown to staff, will contact the Overseas Qualification Unit to verify the status of the the institution as a legitimate and accredited higher education provider.

6 Related Documents

Eligibility, Admission and Enrolment Policy

Staff Employment Policy