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TRANSCRIPT NOTINGS

Official Academic Transcript and Unofficial Academic Record

The Official Academic Transcript is the official academic record of the studies undertaken by a student.

It is intended to provide information for external audiences, for example, employers. The Official Academic Transcript should be a record of the studies undertaken by the student and the results they achieved. The inclusion of information about significant achievements is also appropriate, for example, the award of prizes or scholarships. The Official Academic Transcript should not contain administrative information irrelevant to an audience outside the University.

The Unofficial Academic Record (Studies Report) is a comprehensive internal history of the studies undertaken by a student and includes a record of any administrative notings that pertained to those studies.

It is intended primarily for internal University academic administration purposes. This information will assist staff in managing students’ progression through their academic programs. The Unofficial Academic Record also contains notings that are generated automatically by SI-net and these are applied to students’ records without manual intervention. Other notings must be entered by system users and it is these manual notings that are the focus of this document.

POINTS TO NOTE

Template Standard

- That where necessary the Template can be varied to suit individual faculty or school requirements, giving faculty specific information within the framework outlined by the Template.

Redundant Notings

- That staff audit and amend notings, as necessary, during the identification of potential graduands.
- That faculties delete redundant notings for programs for which they are responsible, as they become aware of inconsistencies.
- Staff will request the faculty from which a redundant noting originated take appropriate action.

Use of Upper and Lower Case

- That the use of upper and lower case be the standard when entering notings for students commencing from 2001.
- That in order to maintain consistency of official University documentation for continuing students who have notings transferred from the legacy system, upper case only should continue to be used.

Use of Official University Program Abbreviations

- That the official University program abbreviations must be used at all times. This information can be found in the Program Rules, General Award Rules section of the University Handbook.
# Credit

<table>
<thead>
<tr>
<th>Transcript Type</th>
<th>Template Text</th>
<th>Placement on Record</th>
</tr>
</thead>
</table>
| **Official Academic Transcript** | (DD/MM/YYYY) Granted exemption from (Courses) on basis of (text)  
Example: 11/02/2001 Granted exemption from SOSC1001 on basis of BA studies QUT  
*(this does not mean credit, it is an exemption only, i.e. student must make up unit shortfall)* | Before Term Statistics |
| **Official Academic Transcript** | dd/mm/yyyy Granted <x> units towards <program> on the basis of studies at <host university> incl: <Course name> <course code> Sem GPA, incl <host University> courses taken through Brisbane Universities Languages Alliance, is GPA: <X.XX> | Before Term Statistics |
| **Unofficial Academic Record** | *(DD/MM/YYYY) Granted credit for 1 unspecified major [#{(n)} units at introductory level, #{(n)} units at advanced level]* | Before Term Statistics |
| **Unofficial Academic Record** | (DD/MM/YYYY) Permit (course) in lieu of (course) | Before Term Statistics |
| **Unofficial Academic Record** | *(DD/MM/YYYY) Granted #{(n)} units towards (program) (text) on basis of studies (text)  
Example: 25/05/2001 Granted #16 units towards BPsySc on basis of studies BSocSc QUT 1994-95 incl #4 compulsory courses PSYC1020/PSYC1030/PSYC1040 & #4 electives SOCY1010/PHIL1000 and #8 unspecified electives  
Example: 25/05/2001 Granted #10 units towards BSc component of BSc/BA (#6 Part A incl #2 level 3) on basis of BA studies  
Example: incl #3 at grade 3* | Before Term Statistics |
| **Unofficial Academic Record** | (DD/MM/YYYY) Granted #{(n)} units towards (course)(text) on basis of studies (text)  
Example: 25/05/2001 Granted #2 units for compulsory course Mental health Nursing Practice A in MMH on basis of studies at JCU 2000.  
Note: This could also be used for elective courses at other universities included in program lists.  
| **Unofficial Academic Record** | (DD/MM/YYYY) Granted #{(n)} units towards (program) (text) on basis of studies (text) incl #{(n)} courses (name of external institution where the credits were gained) equivalent to (UQ course code)  
Example: 25/5/2001 Granted #8 units towards BPsySc on basis of studies BSocSc QUT incl 2 QUT courses equivalent to PSYC1030 | Before Term Statistics |
2 QUT courses equivalent to PSYC1020
3 QUT courses equivalent to PSYC1040
1 QUT course equivalent to SOCY1010

*The date in noting must refer to date credit posted.

## COURSE ENROLMENT

<table>
<thead>
<tr>
<th>TRANSCRIPT TYPE</th>
<th>TEMPLATE TEXT</th>
<th>PLACEMENT ON RECORD</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNOFFICIAL ACADEMIC RECORD</td>
<td>(DD/MM/YYYY) Credit once only (course) (year/semester) (year/semester)</td>
<td>Before Term Statistics of Second Attempt</td>
</tr>
<tr>
<td></td>
<td>Example: 25/05/2001 Credit once only PSYC1020 98/2 99/1</td>
<td></td>
</tr>
<tr>
<td>UNOFFICIAL ACADEMIC RECORD</td>
<td>(DD/MM/YYYY) No credit for (course) incompatible with (course)</td>
<td>Before Term Statistics</td>
</tr>
<tr>
<td>UNOFFICIAL ACADEMIC RECORD</td>
<td>(DD/MM/YYYY) Credit reduced by # (n) units for excess grades of 3</td>
<td>After Term Statistics</td>
</tr>
<tr>
<td>UNOFFICIAL ACADEMIC RECORD</td>
<td>(DD/MM/YYYY) Approve enrolment (course) no credit towards (program)</td>
<td>Before Term Statistics</td>
</tr>
<tr>
<td></td>
<td>Example: 25/05/2001 Approve enrolment SWSP7011 no credit towards BSocSc honours</td>
<td></td>
</tr>
<tr>
<td>UNOFFICIAL ACADEMIC RECORD</td>
<td>(DD/MM/YYYY) Approval for concurrent enrolment in (program) &lt;Faculty&gt; and (program) &lt;Faculty&gt;.</td>
<td>Before Term Statistics</td>
</tr>
<tr>
<td></td>
<td>Example: 25/5/2001 Approval for concurrent enrolment in BA (Faculty of Arts) and BOccThy (Faculty of Health Sciences).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Note: This noting is added by second faculty approving enrolment after both faculties have approved.</td>
<td></td>
</tr>
<tr>
<td>TRANSCRIPT TYPE</td>
<td>TEMPLATE TEXT</td>
<td>PLACEMENT ON RECORD</td>
</tr>
<tr>
<td>-----------------</td>
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</tr>
<tr>
<td>OFFICIAL ACADEMIC TRANSCRIPT</td>
<td>(DD/MM/YYYY) Commenced (scholarship)</td>
<td>After Term Statistics for first semester</td>
</tr>
<tr>
<td>OFFICIAL ACADEMIC TRANSCRIPT</td>
<td>(DD/MM/YYYY) Commenced (att) (provisional) (program) candidature in School of (sch)</td>
<td>After Term Statistics for first semester</td>
</tr>
<tr>
<td>OFFICIAL ACADEMIC TRANSCRIPT</td>
<td>(DD/MM/YYYY) Transfer to (att) (provisional) (program) approved</td>
<td>After Term Statistics for appropriate semester</td>
</tr>
<tr>
<td>OFFICIAL ACADEMIC TRANSCRIPT</td>
<td>(DD/MM/YYYY) – (DD/MM/YYYY) Interruption to (program) candidature approved</td>
<td>After Term Statistics for appropriate semester</td>
</tr>
<tr>
<td>OFFICIAL ACADEMIC TRANSCRIPT</td>
<td>(DD/MM/YYYY) (program) candidature discontinued</td>
<td>After Term Statistics for appropriate semester</td>
</tr>
<tr>
<td>UNOFFICIAL ACADEMIC RECORD</td>
<td>(DD/MM/YYYY) (program) candidature terminated</td>
<td>After Term Statistics for appropriate semester</td>
</tr>
<tr>
<td>OFFICIAL ACADEMIC RECORD</td>
<td>(DD/MM/YYYY) (program) candidature confirmed</td>
<td>After Term Statistics for appropriate semester</td>
</tr>
<tr>
<td>OFFICIAL ACADEMIC RECORD</td>
<td>(DD/MM/YYYY) Change to (att) approved</td>
<td>After Term Statistics for appropriate semester</td>
</tr>
<tr>
<td>OFFICIAL ACADEMIC RECORD</td>
<td>(DD/MM/YYYY) Change to School of (sch) approved</td>
<td>After Term Statistics for appropriate semester</td>
</tr>
<tr>
<td>OFFICIAL ACADEMIC RECORD</td>
<td>(DD/MM/YYYY) Concurrent enrolment in (program) and (program) approved</td>
<td>After Term Statistics for appropriate semester</td>
</tr>
<tr>
<td>OFFICIAL ACADEMIC RECORD</td>
<td>(DD/MM/YYYY) (program) thesis submitted for examination</td>
<td>After Term Statistics for appropriate semester</td>
</tr>
<tr>
<td>OFFICIAL ACADEMIC RECORD</td>
<td>(DD/MM/YYYY) Permitted to revise and resubmit (program) thesis for examination</td>
<td>After Term Statistics for appropriate semester</td>
</tr>
<tr>
<td>OFFICIAL ACADEMIC RECORD</td>
<td>(DD/MM/YYYY) (program) thesis resubmitted for examination</td>
<td>After Term Statistics for appropriate semester</td>
</tr>
</tbody>
</table>
### AWARDS & PRIZES

<table>
<thead>
<tr>
<th>TRANSCRIPT TYPE</th>
<th>TEMPLATE TEXT</th>
<th>PLACEMENT ON RECORD</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICIAL ACADEMIC</td>
<td>(DD/MM/YYYY) Awarded (text)</td>
<td>After Term Statistics</td>
</tr>
<tr>
<td>RECORD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNOFFICIAL ACADEMIC</td>
<td>(DD/MM/YYYY) Requirements completed for (program)²</td>
<td>After Term Statistics</td>
</tr>
<tr>
<td>RECORD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DEGREE PROGRESSION

<table>
<thead>
<tr>
<th>TRANSCRIPT TYPE</th>
<th>TEMPLATE TEXT</th>
<th>PLACEMENT ON RECORD</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICIAL ACADEMIC</td>
<td>(DD/MM/YYYY) Granted approval to exit with (Program)</td>
<td>After Term Statistics of final enrolment of final enrolment prior to graduation</td>
</tr>
<tr>
<td>TRANSCRIPT</td>
<td>(For students approved to exit early from a suite of programs)</td>
<td></td>
</tr>
<tr>
<td>OF RECORD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFICIAL ACADEMIC</td>
<td>(DD/MM/YYYY) Withdrawal from (ug/pg program) candidacy approved</td>
<td>After Term Statistics of last enrolment</td>
</tr>
<tr>
<td>TRANSCRIPT</td>
<td>(Appropriate only for coursework programs where approval is required)</td>
<td></td>
</tr>
<tr>
<td>OF RECORD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNOFFICIAL ACADEMIC</td>
<td>(DD/MM/YYYY) President of the Academic Board approves withdrawal without academic penalty for (Course eg. ABCD1234) undertaken in Semester One, 2002</td>
<td>Before Term Statistics of semester in which ‘W’ is granted</td>
</tr>
<tr>
<td>RECORD</td>
<td>(For grades of ‘W’ granted by Pres. Acad Board)</td>
<td></td>
</tr>
</tbody>
</table>

### DISCIPLINARY

<table>
<thead>
<tr>
<th>TRANSCRIPT TYPE</th>
<th>TEMPLATE TEXT</th>
<th>PLACEMENT ON RECORD</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNOFFICIAL ACADEMIC</td>
<td>Expelled from The University of Queensland on DD/MM/YYYY</td>
<td>After Term Statistics of final enrolment</td>
</tr>
<tr>
<td>RECORD</td>
<td>(This noting is only added on the advice of the Disciplinary Board)</td>
<td></td>
</tr>
</tbody>
</table>

² Please note that the date should be the release of exam results date. Each faculty or school (as delegated by the faculty) will be responsible for the entry of this noting.
## SUPPLEMENTARY EXAMINATIONS

### First grade of 3 in Dual

<table>
<thead>
<tr>
<th>TRANSCRIPT TYPE</th>
<th>TEMPLATE TEXT</th>
<th>PLACEMENT ON RECORD</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNOFFICIAL ACADEMIC RECORD</td>
<td>Awarded Supplementary Examination in (course) obo GAR 1A.13.2(a)(i) towards the (program) component of the (program) dual degree on (DD/MM/YYYY). Example: Awarded Supplementary Examination in ACCT1101 obo GAR 1A.13.2(a)(i) towards the BCom component of the BCom/BA dual Degree on 24/11/2006.</td>
<td>After Term Statistics for the relevant Term</td>
</tr>
</tbody>
</table>

### First grade of 3 in Single

<table>
<thead>
<tr>
<th>TRANSCRIPT TYPE</th>
<th>TEMPLATE TEXT</th>
<th>PLACEMENT ON RECORD</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNOFFICIAL ACADEMIC RECORD</td>
<td>Awarded Supplementary Examination in (course) obo GAR 1A.13.2(a)(i) towards the (program) degree on (DD/MM/YYYY).</td>
<td>After Term Statistics for the applicable Term</td>
</tr>
</tbody>
</table>

### Final course in Dual

<table>
<thead>
<tr>
<th>TRANSCRIPT TYPE</th>
<th>TEMPLATE TEXT</th>
<th>PLACEMENT ON RECORD</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNOFFICIAL ACADEMIC RECORD</td>
<td>Awarded Supplementary Examination in (course) obo GAR 1A.13.2(a)(iii) towards the (program) dual degree on (DD/MM/YYYY).</td>
<td>After Term Statistics for the applicable Term</td>
</tr>
</tbody>
</table>

### Final course in Single

<table>
<thead>
<tr>
<th>TRANSCRIPT TYPE</th>
<th>TEMPLATE TEXT</th>
<th>PLACEMENT ON RECORD</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNOFFICIAL ACADEMIC RECORD</td>
<td>Awarded Supplementary Examination in (course) obo GAR 1A.13.2(a)(iii) towards the (program) degree on (DD/MM/YYYY).</td>
<td>After Term Statistics for the applicable Term</td>
</tr>
</tbody>
</table>

### Progression Course

<table>
<thead>
<tr>
<th>TRANSCRIPT TYPE</th>
<th>TEMPLATE TEXT</th>
<th>PLACEMENT ON RECORD</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNOFFICIAL ACADEMIC RECORD</td>
<td>Awarded Supplementary Examination in (course) obo GAR1A.13.2(a)(ii) towards the (program) degree on (DD/MM/YYYY).</td>
<td>After Term Statistics for the applicable Term</td>
</tr>
</tbody>
</table>
Leave of Absence

<table>
<thead>
<tr>
<th>TRANSCRIPT TYPE</th>
<th>TEMPLATE TEXT</th>
<th>PLACEMENT ON RECORD</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNOFFICIAL ACADEMIC RECORD</td>
<td>Approved leave of absence from (program) on (DD/MM/YYYY). Note: Leave of Absence should be recorded for coursework students in the same manner as done for Higher Degree students. This would be particularly valuable in set curriculum programs.</td>
<td>After Term Statistics for the applicable Term</td>
</tr>
</tbody>
</table>

Non-standard major/double major

<table>
<thead>
<tr>
<th>TRANSCRIPT TYPE</th>
<th>TEMPLATE TEXT</th>
<th>PLACEMENT ON RECORD</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNOFFICIAL ACADEMIC RECORD</td>
<td>(DD/MM/YYYY) Associate Dean, Academic approves (course/s) toward non-standard major/extended major in (major).</td>
<td>After Term Statistics for the applicable Term</td>
</tr>
</tbody>
</table>

Executive Dean waives program rule under his powers in GAR 1.10 for special admission or to take/substitute course not in program list.

<table>
<thead>
<tr>
<th>TRANSCRIPT TYPE</th>
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<th>PLACEMENT ON RECORD</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNOFFICIAL ACADEMIC RECORD</td>
<td>(DD/MM/YYYY) Granted exemption from program rule obo GAR 1.10 and admitted to (program).</td>
<td>After Term Statistics for the applicable Term</td>
</tr>
</tbody>
</table>
## AUGMENTED COURSE CONTENT

<table>
<thead>
<tr>
<th>TRANSCRIPT TYPE</th>
<th>TEMPLATE TEXT</th>
<th>PLACEMENT ON RECORD</th>
</tr>
</thead>
</table>
| OFFICIAL ACADEMIC RECORD | Special Topics course of (course) completed as ‘’.
Example: Special Topics course of MGTS7712 completed as ‘Mining & Petroleum Law’.
|                          |                                                                                | After Term Statistics |
| UNOFFICIAL ACADEMIC RECORD | Special Topics course of (course) completed as ‘’.
Example: Special Topics course of MGTS7712 completed as ‘Mining & Petroleum Law’.
|                          |                                                                                | After Term Statistics |