

Policy number	P12	Version	4
Approved by ABG on	1 February 2024	Scheduled review date	Feb 2029

## 1. Purpose

The purpose of this policy is to detail the procedures that are followed at the National Institute of Organisation Dynamics Australia (NIODA) in verification of academic credentials.

## 2. Scope

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

## 3. Policy Statement

Verification of the academic credentials of candidates, students, staff and contractors 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 Master's Course Lead, PhD Course Lead, Dean or CEO (as relevant) to ensure that all academic credentials are verified according to procedures outlined below.

## 5. Processes

On application for NIODA course places or contract and employment positions, candidates, students, staff and contractors who have graduated from Australian tertiary institutions must provide transcripts of awards and results that are either electronic versions or certified copies.

In cases where candidates, students, staff or contractors have graduated from overseas tertiary institutions, assessment is required from the Overseas Qualifications Unit [ogu@LiveInVictoria.vic.gov.au](mailto:ogu@LiveInVictoria.vic.gov.au).

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

## 6. Related Documents

LM(OD) Eligibility, Admission and Enrolment Policy

PhD Eligibility, Admission and Enrolment Policy

Delegations Schedule for Admission Decisions