

PARCHMENT REPLACEMENT AND RE-ISSUE PROCESS

1. Definitions

- a A **replacement** parchment is issued when the original is missing, damaged, stolen or destroyed, and bears the same personal name and award details and dates as those showing on the original parchment.
- b A parchment is **re-issued** when the personal name is legally changed (eg, by marriage or deed poll), and bears the same award details and dates as the original.

2. Applications and Fees

- a Graduates of the University of Adelaide, Roseworthy Agricultural College and Adelaide College of Advanced Education (SACAE) who wish to have their award parchment replaced or re-issued, must apply in writing to the Graduations Office, Student Administrative Services, the University of Adelaide SA 5005.
- b An administrative fee applies for both [parchment replacement and parchment re-issue](#). The higher fee for the latter reflects the additional student record tracking, amendments and data matching procedures involved.

3. Parchment Replacement

3.1 Replacement of University Parchments

- a Each parchment replacement will bear the same name, date and academic program details as on the original, and will be of the same paper stock, size and format, with the same print style and layout, and bearing the same University of Adelaide seal, crest and logo and the signatures of the same Chancellor and Vice-Chancellor and President, as is issued to graduates at the time the application for replacement is received.
- b In addition to the features outlined in **3.1a** above, the replacement parchment will contain the following sentence, appearing in small font at the bottom centre:
"Replacement certificate issued on <date>" where "*<date>*" is the date of replacement.

3.2 Replacement of Roseworthy Parchments

For a Roseworthy parchment, in addition to the features outlined in **3.1a** and **b** above, the replacement parchment will contain the following sentence, appearing in small font at the bottom centre:

"1st January 1991, Roseworthy Agricultural College was amalgamated with the University of Adelaide."

3.3 Replacement of SACAE Parchments

For an SACAE parchment, in addition to the features outlined in **3.1a** and **b** above, the replacement parchment will contain the following sentence, appearing in small font at the bottom centre:

"1st January 1973, Adelaide Teachers College became the Adelaide Teachers College of Advanced Education. 1st January 1979, Adelaide College of Advanced Education amalgamated with Torrens College of Advanced Education to form the Adelaide College of the Arts and Education. 1st January 1991, The City Campus of the South Australian College of Advanced Education was amalgamated with the University of Adelaide."

4 Parchment Re-issue

4.1 Re-issue of University Parchments

- a** Each parchment re-issued with a new name will bear the same academic program details as on the original, and be of the same paper stock, size and format, with the same print style and layout, and bearing the same University of Adelaide seal, crest and logo and the signatures of the same Chancellor and Vice-Chancellor and President, as is issued to graduates at the time the application for re-issue is received.
- b** In addition to the features outlined in **4.1a** above, the re-issued parchment will contain the following sentence, appearing in small font at the bottom centre:
"Certificate re-issued on <date>" where "<date>" is the date of re-issue.

4.2 Re-issue of Roseworthy Parchments

For a Roseworthy parchment, in addition to the features outlined in **4.1a** and **b** above, the replacement parchment will contain the following sentence, appearing in small font at the bottom centre:

"1st January 1991, Roseworthy Agricultural College was amalgamated with the University of Adelaide"

4.3 Re-issue of SACAE Parchments

For an SACAE parchment, in addition to the features outlined in **4.1a** and **b** above, the re-issued parchment will contain the following sentence, appearing in small font at the bottom centre:

"1st January 1973, Adelaide Teachers College became the Adelaide Teachers College of Advanced Education. 1st January 1979, Adelaide College of Advanced Education amalgamated with Torrens College of Advanced Education to form the Adelaide College of the Arts and Education. 1st January 1991, The City Campus of the South Australian College of Advanced Education was amalgamated with the University of Adelaide."

5. Establishing Applicants' Identity

- a** Graduates wishing to apply for the replacement of their original parchment are required to establish their identity as the person named on the original parchment.
- b** Graduates wishing to apply for the re-issuing of their parchment are required to establish their identity as the person named on both the original and the re-issued parchment.
- c** Standard identification documents include the Birth Certificate, Extract of Birth Certificate, Certificate of Marriage and/or Certificate of Change of Name issued by the Principal Registry Office of Births, Deaths and Marriages, Registration Division, Office of Business and Consumer Affairs (South Australia), or interstate equivalent, Deed Poll executed through a solicitor or Notary Public, decree nisi, decree absolute, current passport, gender reassignment medical certification and/or any official identify card or document that is recognised by the Australian Government.
- d** Graduates can present original identification documents to staff of the Graduations Office for citing, or provide them with certified copies of the originals signed and stamped by a registered Justice of the Peace (JP), Notary Public, solicitor or authorised officer of an Australian embassy or Consulate-General.

6. Surrender of Original Parchments

- a** Graduates wishing to apply for the replacement or re-issue of their parchment must surrender their original parchment, or any remnants thereof, to the Graduations Office.
- b** If the original parchment is lost, missing, stolen or destroyed, applicants are required to supply the Graduations Office with a signed Statutory Declaration to that effect.

- c The Statutory Declaration should outline all relevant circumstances and dates leading to the loss, and be accompanied by all supporting documents feasibly available under those circumstances, such as police, insurance and/or investigative reports, newspaper reports, witness statements, letters of support or certificates of authentication.

7. Refusal to supply replacement/re-issue of award parchment

Graduates whose application for the replacement or re-issue of their award parchment is refused because of insufficient or inadequate identifying documentation, can reapply for their parchment at any time once they are able to establish their identity as the person named on the original parchment.

8. Authorities

Key	Authority Category	Authority	Delegation Holder (Position)	Limits
Academic	Enrolment and progression.	Approval of changes to the Parchment Replacement and Re-Issue process.	General Manager, Student Services and Administration	