

# GEMSAS Process for Overseas Qualification Assessments

## Documentation requirements for overseas qualifications

If you have studied overseas (including exchange studies), you will need to provide a scan of your official academic transcript for this study. If you have been issued a diploma supplement for your qualification, please provide a scan of this document as well.

Due to COVID-19 disruptions, GEMSAS will not be accepting any hardcopy documentation for 2020-2021 applications. Rather, applicants are required to email academic documents directly to GEMSAS at [email address]

**You must email scans of your original hard copy academic documents;** scans of copies (including certified copies) or of printouts of online results statements are not acceptable. Scans must be in colour, with all information fully legible, including any fine print. If your academic documents have information on both sides (even if it is generic information rather than your academic results), please ensure that you scan both sides of the document.

**Documents scanned must be official;** they should have the security features typically seen on official academic documents issued by universities (be printed on security paper, have original signatures or stamps, watermarks, etc).

**Digital transcripts/documents are not accepted,** even if they incorporate digital security features. The only exception is if you have studied in New Zealand and have electronic documents issued via the 'My eEquals' platform. GEMSAS will accept these digital transcripts as they are issued via the same platform that is used for Australian qualifications (however, all security information **must** be intact). If your institution only issues digital transcripts and you are unable to obtain a hard copy transcript to scan, please email [info@gemsas.edu.au](mailto:info@gemsas.edu.au) for further guidance.

When you make your application to GEMSAS, the coversheet that will be generated will contain further details of requirements for online document submission. Please read this document carefully and comply with all submission requirements. The submission of non-compliant document may cause delays in the processing of your application.

If you have completed a qualification, you will need to scan and submit evidence of course completion. This may take the form of a graduation certificate, testamur, or diploma. You may also provide a scan of an academic transcript that clearly notes that the course has been completed and shows the date of completion/graduation. It is insufficient to show that you have passed your final examinations or completed the appropriate amount of study to graduate.

Any qualification undertaken in a language other than English must be documented by a scanned copy of the original transcript, accompanied by a scan of an officially translated

original (by a NAATI translator), in English. Visit <https://www.naati.com.au/> for further information.

The NAATI translation must be a scan of the original hard copy translation document issued by the translator. It should feature the translator's original stamp and signature on every page. Electronic versions of the translation, where the translator's stamp has been affixed electronically, will not be accepted

You will need to submit your qualification documents, accompanied by your education coversheet, directly to GEMSAS via the following email address: [GEMSAS-academic@vtac.edu.au](mailto:GEMSAS-academic@vtac.edu.au)

### Further documentation requirements for qualifications from China, India & Philippines

If you have studied in **India, China**, or the **Philippines**, please read the relevant section below for more detailed information about the documents that you will need to provide. Please note that all of the standard online document submission requirements outlined in the previous section also apply.

If you are unable to provide the documents as described below, please email [info@gemsas.edu.au](mailto:info@gemsas.edu.au) for further guidance.

**India:** GEMSAS will require a copy of all your unconsolidated mark sheets (including any with backlogged results, if applicable). Mark sheets must be issued from the awarding university, **not** the college.

When providing evidence of degree completion, please provide your official completion certificate (i.e. not a provisional completion certificate). Evidence of completion must be issued from the awarding university, **not** the college.

**China:** GEMSAS will require original transcripts in both English and Chinese language. If you have completed a degree, you should provide your original Bachelor degree completion certificates in both the English and Chinese language. These certificates must confirm that the degree is awarded “according to the Regulations Concerning Academic Degrees in the People’s Republic of China” / 中华人民共和国学位条例.

If you have completed a Master degree, you will need to provide your original graduation certificates in both English and Chinese language; these documents should confirm that you have successfully completed your thesis. Please note that this is in addition to the above documents.

**Philippines:** If you have passed the Professional Regulation Commission's Licensure Examinations in the professional field in which you studied, please provide your certificate. GEMSAS does not require applicants to have/supply this document, but please provide it if you have it. You should also provide your official academic transcript and evidence of degree completion (if applicable).

## Frequently Asked Questions:

### GENERAL

How will GEMSAS determine equivalency of my overseas qualification/s to the Australian Qualification Framework (AQF)?

GEMSAS assessors will review all overseas documents that are received and determine the equivalent level of the qualification under the [Australian Qualifications Framework](#) (AQF). Often, this means confirming that a Bachelor degree studied overseas is equivalent in educational level to a Bachelor degree completed in Australia. However, GEMSAS will also assess other types of post-secondary overseas qualifications claimed by applicants, such as postgraduate studies and exchange programs.

For all overseas assessments GEMSAS uses the Australian government's [Department of Education and Training](#) Qualifications Recognition Policy Unit (previously known as NOOSR/AEI NOOSR) guidelines for verification and level equivalency. Where GEMSAS is unable to determine the equivalent level of a qualification using these guidelines, the assessment is passed to the institution/s to which the applicant has applied.

How will my overseas study be converted to an Australian equivalent scale?

GEMSAS uses an Australian 7-point grade point average scale to calculate GPAs. As many other countries use a different grading system, we may need to convert applicants' grades to a 7-point GPA scale before their GEMSAS GPA can be calculated.

GEMSAS will take the actual results from applicants' overseas university transcripts and use the institution grading information provided on the transcript to convert these grades to a 7-point GPA scale. To do this, we need to know the minimum required pass marks and the maximum achievable grade. GEMSAS will generally use the percentage grade where a transcript shows both a percentage grade and a letter grade.

For qualifications that use only European Credit Transfer System (ECTS) grades, where results are recorded using only A–F letter grades, A = a GPA of 7, B = 6, and so on to a minimum passing grade of E = 3.

For qualifications where the grading scale is a percentage range (e.g. a Grade of A = 85-100, B = 70-84) and there is no exact percentage awarded/specified, a mid-percentage point is calculated. In the above example, all grades of A will be awarded a mid-percentage of 92.5, as this is the mid-point between 85 and 100.

If there is no information on a transcript regarding the grading scale, GEMSAS assessors may take further steps, such as researching the institution and checking the grading system on the institution's official website, or using guidelines provided by The Department of Education & Training. In some cases, we may request further evidence from applicants that confirms the grading system used by their institution. If you know the minimum and maximum marks you can use the [GPA Calculator](#) on the GEMSAS website.

How does GEMSAS calculate the duration of my qualification?

To assist with GPA calculation, GEMSAS will also calculate the equivalent full-time student load (EFTSL) of overseas study (whether complete or incomplete). This lets us determine how much study has been undertaken in terms of years of full-time study.

Sometimes the duration of a program of study is noted on the qualification documents. Where it is not stated, GEMSAS will calculate the EFTSL of an overseas qualification, considering factors such as the completion status of the qualification, the standard length of the qualification (in academic years/semesters), the number of credits required for completion, and whether credit has been received from earlier study.

Determining the EFTSL of applicants' study claims is important for GPA calculations, as many GEMSAS institutions will calculate a GPA based on the most recent three years of eligible study (i.e. the most recent 3.0 EFTSL).

I studied towards a degree overseas but did not finish the qualification. Do I still need to declare it on my application and provide documents for this study?

Yes. When you apply to GEMSAS you are required to declare and provide evidence of your entire post-secondary education, including any study completed overseas. This is the case even if you did not finish your study, or have it credited towards another course.

My overseas university degree isn't referred to as a 'Bachelor degree' on my qualification documents. Will this cause any problems for my application?

No. GEMSAS assessors are aware that the names of university level programs can vary from country to country. Where your degree is equivalent to an Australian Bachelor degree in level, it does not matter if it has a different name.

## Exchange Studies

I completed an overseas exchange semester/year. What documents do I need to provide?

You will need to provide a colour scan of your original academic transcript for the exchange study, issued by the overseas institution at which you studied.

This document should show the subjects you undertook and the grades that you achieved during your exchange. It should have security features that confirm it was issued by the exchange institution. Security features include being printed on security paper, original signatures or stamps, watermarks, etc.

Scans of copies or photocopies, including certified copies, are not acceptable. Scans of print-outs or screenshots of electronic records are not acceptable, as is a scan of any document that we can't confirm has been issued by the exchange institution.

If your exchange documents have been issued in a language other than English, you will need to provide a scan of an original NAATI certified English translation to GEMSAS to accompany your scan of the original language document.

I completed an overseas exchange, but it is recorded on the transcript issued by my home institution (in Australia). Do I still need to provide a transcript from my exchange institution?

Yes. Even if the subjects and/or grades from your exchange are shown on your home transcript, GEMSAS will still require a transcript from your exchange institution.

It is the grades you received from your exchange institution, rather than the exemptions on your home transcript, that are used for GPA purposes (except if you are applying to UWA – please refer to their Admission Guide for further details).

My exchange institution has not given me an official academic transcript for my exchange as I was not enrolled in a degree program. What should I provide?

If you have not been issued with an academic transcript, you should provide us with a scan of an original document issued by your exchange institution that confirms that you attended the institution on exchange, lists the subjects undertaken and the results achieved. It should contain security features (as described above) that make it clear that it was issued by the exchange institution.

If the only documents that you have from your exchange do not meet the above requirements, please email [info@gemsas.edu.au](mailto:info@gemsas.edu.au) for further guidance. You may be required to organise for the exchange institution to email a document with details of your exchange directly to GEMSAS.

I went on an overseas study trip but the subject/s were administered and assessed by my Australian university. Does this count as an exchange?

Typically, no. We generally consider overseas study to be an exchange if it is clearly termed as such by your home institution (i.e. your transcript states “Health Sciences Exchange”, etc), or if the subjects undertaken are administered, taught, and assessed by an overseas institution before eventually being credited to your degree studies in Australia.

Where an Australian university organises an overseas study trip and is responsible for teaching and assessment, with the results appearing on the institution transcript with the institution’s standard subject codes, this is usually not an exchange. Similarly, studying at an overseas campus of an Australian university does not constitute an exchange.

My home institution (in Australia) has my only copy of my exchange transcript of results. What should I do?

You will either need to get in contact with your home institution to have your original exchange results released to you or have your overseas exchange institution issue another original transcript for your exchange program. Alternatively, you could arrange for the exchange institution to email a document with the original results directly to GEMSAS. Please email [info@gemsas.edu.au](mailto:info@gemsas.edu.au) for further guidance if you have any further questions.

I have not yet completed an exchange semester but am planning to go on exchange later in 2019. I don't yet have any documents or results. What will I need to do?

If you have an exchange planned for later in the year, you should include it on your GEMSAS application. Even if you don't yet have any results, it is still important that we know when/where you are studying, especially if your application proceeds through to the later stages of the GEMSAS process.

I went on an overseas exchange and completed 4 subjects at my exchange institution. However, my home institution has only credited me with the equivalent of 3 subjects. How will this difference be reconciled when my GPA is calculated?

If you completed 4 subjects on exchange and were credited the equivalent of 3 subjects by your home institution, GEMSAS will incorporate the grades achieved for all 4 subjects into your GPA. However, the weighting of these 4 subject results will be adjusted so that they carry the equivalent weight of 3 subjects, to correspond with what was credited by the home institution (i.e. the 4 subject results would constitute 0.375 EFTSL of the GPA year in which they fall; the equivalent of 3 standard subjects).

Similarly, if you undertook 3 subjects while on exchange and were subsequently credited the equivalent of 4 subjects by your home institution, we would adjust the weighting of your exchange subjects up so that the 3 subject results carry the weighting of 4 subjects for GPA purposes.

Essentially, exchange study results will be incorporated into your GPA in a way that is proportionate to the credit granted by your home institution for the study. However, if the subjects you completed on exchange were not all evenly weighted, this will be factored in to your GPA calculation.

## Language/translation requirements:

How do I arrange for a NAATI accredited translation of my qualification documents?

Go to the NAATI website at <https://www.naati.com.au/>. On the main page you can select the 'Find a certified translator' option and follow the prompts (including selecting the language from which you need documents translated) to find a list of NAATI accredited translators. The site lists accredited translators both in Australia and overseas.

Be sure to organise your translations sufficiently in advance of any GEMSAS documentation deadlines so that you can submit your documents in time.

My overseas qualification documents have been translated by an overseas and/or non-NAATI accredited translator. Do I need to provide a new translation?

Yes. Accreditation requirements for translators can vary significantly, and not all translations show the certification/credentials of the translator. To ensure the accuracy of the translations that we use for our assessments, GEMSAS requires that **all** translations be done by NAATI accredited translators.

My overseas qualification documents have been issued in English by the institution at which I studied. Is this an acceptable translation?

Typically, yes. If the overseas institution at which you studied has issued your qualification documents in English, in a bilingual format, or has issued your documents in multiple languages (i.e. one copy in English, the other in the language of instruction, etc), this should be acceptable for GEMSAS assessment purposes, and both sets of documents will need to be emailed to GEMSAS.

However, please keep in mind GEMSAS documentation requirements when providing English language documentation issued by an overseas institution. If GEMSAS assessors can't clearly identify that the document is an official document issued directly from the institution, the documents may be considered unofficial.