

GEMSAS Process for Overseas Qualification Assessments

Overseas Academic Document Submission

If you have studied overseas (including exchange studies), you will need to provide your official academic transcript and diploma supplement (if applicable) for this study. Due to COVID-19 disruptions, GEMSAS will not be accepting any hard copy documentation for 2021-2022 applications. Rather, applicants are required to upload their academic documents directly to GEMSAS via the application portal.

Document Upload Process

During the GEMSAS application process, you will be prompted to enter your study claims. If you need to provide academic documents for these claims, you will be advised during the application and again after submitting and paying your application fee.

Once you submit and pay for your application, navigate to the “Documentation” page of the application portal. This page links to an “Academic Documentation Submission Requirements” document. Please read the requirements to make sure your documents are acceptable. Your study claims will be listed on this page, with the option to upload files against individual claims. Please note that you may not be required to upload documents for all your study claims, especially if you have studied in Australia; you will receive guidance on what is required.

After you have uploaded your documents, they will be reviewed by GEMSAS to make sure all documentation requirements are met. You can view the status of your documents in the application portal, along with any notes about why a document was rejected, or only conditionally accepted.

Documentation requirements for overseas qualifications

Academic documents provided must meet all GEMSAS documentation requirements to be used in your application. For full details of what is acceptable, check the information available in the “Documentation” page of the GEMSAS portal. **The submission of non-compliant documentation may cause delays in the processing of your application.**

Academic documents must be official. This may take the form of:

- **colour scans** of official hard copy documents, or
- institution-issued **secure PDF** documents.

Results must be finalised; provisional or projected results are not acceptable.

If you upload scans, they must be an image of the original hard copy document. 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, you must scan and upload both sides. 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).

If you upload digital secure PDF results, GEMSAS must be able to confirm that the document is secure. By this, we mean that the document should have an intact digital signature. For example, certified documents viewed in Adobe Acrobat Reader have a blue ribbon above the document stating: “Certified by the issuing education provider... all signatures are valid”. If there is any evidence that the document has been altered since it was issued, it may not be accepted.

Whether security features on a PDF meet GEMSAS requirements is at the discretion of GEMSAS. Documents which do not meet security requirements may be either rejected or conditionally accepted.

Applicants who have studied at a New Zealand institution can use the My eQuals portal to download a secure PDF, but you must ensure it is digitally signed by your institution and has the required security features including the certificate key or blue banner verification. GEMSAS will not accept links to downloads via My eQuals.

[Electronic transcript delivery](#)

If you do not have access to hard copy documents or a secure PDF but do have access to a digital transcript delivery service through your institution (preferred), or your institution wishes to email a document directly to GEMSAS, see the “Instructions for Submitting Documents Direct from an Institution” section of the “Documentation” page in the application portal.

[Completed qualifications](#)

If you have completed a qualification, you will need to upload and submit evidence of course completion. This may take the form of a graduation certificate, testamur, or diploma. You may also provide an academic transcript that clearly states the course has been completed and shows the date of completion/graduation. It is not sufficient to show that you have passed your final examinations, submitted your thesis, or completed the amount of study required to graduate.

[Documents issued in languages other than English](#)

Documents issued in a language other than English are subject to the same documentation requirements listed above. Additionally, they must also be accompanied by a scan of an original English translation by a NAATI translator. 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 translation documents, where the translator's stamp has been affixed electronically, will not be accepted.

[China, India & Philippines: additional qualification documentation requirements.](#)

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 GEMSAS-academic@vtac.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).

Level Comparison and Grade Conversion

After applicants submit their overseas academic documents to GEMSAS, assessors will then assess the comparable [Australian Qualifications Framework \(AQF\)](#) level of the study and, where necessary, convert the overseas grades to the Australian 7.0-point grade scale.

Once overseas grades have been converted to the Australian 7.0-point system, GPAs are calculated according to standard GEMSAS GPA methodologies, including institution-specific rules about use of postgraduate study and results achieved in 2020.

Qualification assessment

GEMSAS assessors will review overseas academic documents and determine the comparable level of the qualification under the AQF. Often, this means confirming that a Bachelor degree studied overseas is comparable in educational level to a Bachelor degree completed in Australia. However, GEMSAS will also assess other types of post-secondary overseas qualifications, 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 comparability. Where GEMSAS is unable to determine the comparable level of a qualification using these guidelines, GEMSAS will refer to the [UK ENIC](#) (previously known as UK NARIC) framework. If the comparable qualification level still cannot be determined, the assessment is passed to the institutions to which the applicant has applied.

Grade Conversion

GEMSAS uses an Australian 7-point grade scale to calculate GPAs. Where other countries use different grading systems, GEMSAS will take the actual results from applicants' overseas university transcripts and use the institution grading information provided on the transcript to convert these results to a 7-point grade scale. To do this, we consider the minimum required pass marks and the maximum achievable grade. GEMSAS will generally use the numerical result where a transcript shows both a numerical result and a letter grade.

Conversion Methods

The exact grade conversion method varies based on the types of results reported on the overseas document. The different methods are as follows, listed here in order of precedence:

1. Where the maximum achievable numerical result is 8 or greater, these results will be considered as numerical marks and converted to an equivalent mark out of 100 before being converted to a grade out of 7 using the GEMSAS conversion table.
2. Where the maximum numerical result is less than 8 we will consider your results to be grades, and the results reported will directly be converted to a grade out of 7.
3. For qualifications where the result obtained is associated with a percentage range (e.g. a Grade of A = 85-100, B = 70-84) with no exact percentage 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. This figure will then be converted to a grade out of 7 using the GEMSAS conversion table.

4. For qualifications that use only letter grades with no associated numerical values, European Credit Transfer System (ECTS) grades (where results are recorded using only A–F letter grades), or descriptive results (e.g. Pass, Good, Very Good, Excellent), a grade value will be assigned based on the range of achievable results. For example, ECTS grades will convert as: A = a grade of 7, B = 6, and so on to a minimum passing grade of E = 3.

Where results are recorded in a range of formats, the methodology and hierarchy listed above will be used.

If there is no information on a transcript regarding the grading scale, GEMSAS assessors may check the grading system on the institution's official website, or use 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 used by your overseas institution you can use the [GPA Calculator](#) on the GEMSAS website to estimate your GPA; use the above information to determine which options to select in the calculator.

Qualifications from New Zealand

Applicants who have studied in New Zealand and do not have percentage marks reported on the transcript do not need to convert their marks out of 9.0 to a percentage and then to a 7.0-point GPA. Instead, their results will be converted to a 7.0-point grade scale using Column H of the GEMSAS Conversion table (Appendix A). Where percentage results out of 100 are shown on the transcript, GPA values will be assigned as per Column A of the GEMSAS conversion table.

Example Grade Conversions:

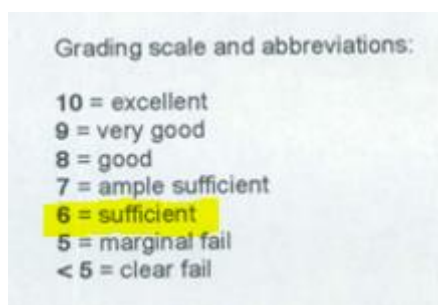
Example Grade Conversion #1:

A transcript shows the following results:

Mathematics 101: 7.5/10

Chemistry 101: 8/10

The grading scale in use is a 1-10 scale where 6 is the minimum passing mark. Only one grading system is shown.



As these are numerical results on 1-10 scale (i.e. the maximum result is higher than 8) we consider these to be marks and would use the first method listed above. We begin by adjusting these marks to a 1-100 scale where the passing mark is 50%:

Mathematics 101 (7.5/10) is converted to: $50 + 50 \left(\frac{7.5 - 6}{10 - 6} \right) = 68.75$

Chemistry 101 (8/10) is converted to: $50 + 50 \left(\frac{8 - 6}{10 - 6} \right) = 75$

We would then convert these adjusted marks to the Australian 7.0-point scale via Column A of the GEMSAS conversion table:

Mathematics 101 (68.75) is converted to **5.5**

Chemistry 101 (75) is converted to **6.5**

Example Grade Conversion #2:

A transcript shows the following results:

Biology 101: A

Physics 101: B+

On the back of the transcript there is a grade key table that gives the following information about the numerical values associated with these letter grades:

Grade	Grade Point Value	% Range
A+	4	95-100
A	4	90-94
A-	3.7	85-89
B+	3.3	80-84
B	3	75-79
B-	2.7	70-74
C+	2.3	67-69
C	2	64-66
C-	1.7	60-63
D+	1.3	55-59
D	1	50-54
F	0	0-49

Both exact numerical values and % range are available. According to the hierarchy listed above, if there was an exact % given on the 1-100 scale (i.e. maximum grade is > 8), we would use that. However, this is not the case; what we have is a choice between numerical values where the maximum grade is < 8 ('Grade Point Value' column) and a % range.

Out of these two methods, we would use the values in the 'Grade Point Value' column (4 and 3.3 for A and B+ respectively), as this is second in the hierarchy (before the % range method). This means we convert the grades directly to the Australian 7.0-point scale using the passing grade (1) and the maximum grade (4):

Therefore:

$$\underline{\text{Biology 101}} = 4 + 3 \left(\frac{4 - 1}{4 - 1} \right) = \text{converted grade of } \mathbf{7.0}$$

$$\underline{\text{Physics 101}}: 4 + 3 \left(\frac{3.3 - 1}{4 - 1} \right) = \text{converted grade of } \mathbf{6.3}$$

Overseas Qualification Assessment: FAQs

Academic Documents and Overseas Assessment

How does GEMSAS calculate the duration of my overseas 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 history, including any study undertaken overseas. This rule applies even if you did not finish your course, or have the unfinished study credited towards another qualification.

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 comparable to an Australian Bachelor degree in level, it does not matter if it has a different name.

Should I provide a scan of my hard copy transcript or a secure digital results document?

Both options are an acceptable way to provide evidence of your overseas study. However, the **most important thing** is that the document that you provide meets GEMSAS documentation requirements. Check the "Academic Documentation Submission Requirements" in the application portal if you need guidance about what is acceptable.

For example, if you have access to both a digital results document and a hard copy transcript, but you are uncertain if the digital document has appropriate security features, it may be better to provide a colour scan of your official hard copy document.

Grade Conversion and GPA Calculation:

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

It all depends on the format in which your results are displayed on your official academic transcript. GEMSAS will use the most applicable of the methods listed below (in order of preference; GEMSAS will use the first method where possible, then move down the list as necessary):

If you have numerical marks (with a maximum achievable mark is 8 or higher), your results will first be adjusted to a percentage value with a 50% passing mark and then converted to 7-point scale grade values via the GEMSAS conversion table.

If you have numerical grades (where the maximum achievable mark is less than 8), your results will be converted directly to a 7-point scale by considering this maximum grade and the minimum passing grade.

If you have a percentage range (i.e. an B grade where B = 75-79%) rather than an exact percentage mark, the mid-point percentage value (77) will be determined, and then converted to a grade value via the GEMSAS conversion table.

If your results are letter or descriptive results with no associated numerical values (e.g. Pass / Good / Very Good / Excellent, or ECTS grades), grade values will be assigned based on the range of achievable results, and then converted to a 7-point scale as described above.

Further details and examples are provided in the Grade Conversion sections above.

I want to use the GEMSAS GPA calculator to estimate my GPA; which option do I select in the "What do these results represent" drop down?

First check whether you have results reported in numerical form. If yes, look at the highest result that you can receive under your grading system. If it is 8 or higher, select "Percentage/Marks". If it is less than 8, select "GPA".

If your results are reported in letter form, check whether you have a guide to what these letters represent. If it is an exact numerical grade (e.g. B+ = 3), proceed as above. If the letter grades represent a percentage range (e.g. B = 75-79), you will need to use the mid-point of the percentage range, so select "Percentage/Marks".

My overseas transcript records my results in multiple formats (e.g. % marks and letter grades); which method will GEMSAS use when converting my results?

There is a hierarchy that applies to conversion methods; it is shown in how the methods are listed above. Exact numerical marks will be used where available (preferencing marking systems where the maximum mark is 8 or higher). If these are not available, then mid-point percentages will be used, followed by letter/descriptive grades. GEMSAS will follow this order, rather than choosing methods based on which conversion gives the most favourable grade, etc.

Exchange Study Documents

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

You will need to upload a colour scan of your official academic transcript or an institution-issued secure PDF 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, or blue banner (if digital), 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 section in the Admissions 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 upload 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 GEMSAS-academic@vtac.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 GEMSAS-academic@vtac.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 2021. 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 into 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 are 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 uploaded.

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.

My translator has sent me an electronic translation via email. Can I provide this to GEMSAS?

No; you are required to upload a colour scan of a hard copy translation, as we cannot verify that electronic translations are secure, unmodified documents. This document should show the translator's original stamp and signature, not an electronically affixed version. You may need to ask your translator to post you a hard copy of your translation document. If you have contacted your translator and they are unable to do this, please email GEMSAS-academic@vtac.edu.au for further guidance.

Appendix A: Grading System Conversion Table

Please note that only **Columns A and H** of the table apply to overseas grade conversion.

A	Subject GPA	B	C	D	E	F	G	H
100	7							
99	7							
98	7							
97	7							
96	7							
95	7							
94	7	HD/7	HD	HD	HD/>=7/A	H1	>=8	A+/A/A-
93	7	7	7	7	7	7	7	7
92	7							
91	7							
90	7							
89	7							
88	7							
87	7							
86	7							
85	7							
84	7							
83	7							
82	7							
81	7							
80	7	D/6	D	D				
79	6.5	6.75	6.75	6.75				
78	6.5					H2A		B+
77	6.5					6.5		6.5
76	6.5						7	
75	6.5				D/DI/6/B/DN		6.25	
74	6				6.25			
73	6					H2B		B
72	6					6		6
71	6							
70	6							
69	5.5	CR/5	CR	C				
68	5.5	5.75	5.75	5.5				
67	5.5					H3		B-
66	5.5					5.5		5.5
65	5.5				CR/5/C		6	
64	5				5.25		5.25	
63	5							
62	5							C+
61	5							5
60	5							
59	4.5	P/4	Pass Div 1					
58	4.5	4.5	4.75			P		
57	4.5			P	P/PA/4/D			C
56	4.5			4.25	4.25		5	4.5
55	4.5						4.25	
54	4							
53	4							
52	4		Pass Div II					C-
51	4		4					4
50	4							
49	0							
48	0							
47	0	UP/CQ/PC/3		PC	CP/NC/PC/C*/NI		PC	D*
46	0	3.5		3.5	3.5		3.5	3.5
45	0							
<44	0	F/N/<3	F/N	F	F/2/1/N/N2/3	F/N	F	E
		0	0	0	0	0	0	0

* Conceded pass, faculty pass, etc. – GPA grade of 3.5. Otherwise GPA of zero

If you have a percentage mark where the minimum for an unrestricted pass grade is 50 per cent, use column A to read off the corresponding GPA grade.

All supplementary passes will be awarded a GPA value of 4.

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Conversion Table Code (only where no subject results are available)

Column	
A	Use Column A if you have an official record of your mark (percentage)
B	ACU, Adelaide, Bond, Canberra, Central Queensland, Charles Sturt, Flinders, Griffith, James Cook, Macquarie, Newcastle, New England, NSW, Queensland, QUT, Southern Cross, Southern Queensland, Sunshine Coast, Swinburne Pre-2014, Sydney, UTS, Western Sydney, Wollongong, Charles Darwin 2013 onwards
C	South Australia
D	Charles Darwin Pre 2013
E	ANU, Federation Uni, Deakin, Edith Cowan, La Trobe, Monash, Murdoch, Notre Dame, RMIT, Swinburne 2014 onwards, Tasmania, Victoria, Western Australia
F	Melbourne
G	Curtin
H	New Zealand universities and Polytechnics