

Students' Retention of Programme Information and Course Material

On completion of study at the University of Otago College of Education, students may, at some time in the future, wish to apply for ad eundem credit, cross credit, or recognition of prior learning (RPL) on the basis of study already completed at Otago, or seek positions in overseas countries.

Teacher education students are advised that should overseas teaching positions/registration be sought, many countries (including Australia) require detailed programme/course information in order to assess the equivalence of your University of Otago qualification and/or components of study.

Often, paper prescriptions (including learning outcomes and content) and particularly a record of supervised teaching practice (professional experience) information is requested, therefore it is strongly recommended that student teachers retain programme/course material for this purpose. Such material may include:

- Course outlines for all completed papers.
- Academic transcript.
- Graduates should also keep a copy of their attained degree.
- Qualification schedule, as published in the University of Otago Calendar and Guide to Enrolment (for the initial year of enrolment).

If you are unable to produce the required information, it may be available from the University. Please follow the procedure below, noting that a cost may be applicable.

Further Information:

Former students and graduates of the College of Education are able to:

- [Order a statement of completed qualification and/or academic transcript, and make payment online via My eQuals](#)

Please email the [Graduation Office](#):

- To enquire about obtaining a digital certificate via the My eQuals portal, if your certificate was issued at a graduation ceremony held prior to September 2017;
- To request a copy of your qualification certificate (testamur), if you graduated prior to October 2017;
- To enquire about obtaining a hard-copy replacement of your certificate – this can be produced only if the original certificate has been lost, damaged, or destroyed. Replacements cost \$75 (plus courier) per qualification, and take 4 to 6 weeks to process.

Please email [Student Records](#):

If you are a University of Otago student who studied prior to 1977 or a former student of the Dunedin College of Education, to request a copy of your transcript, qualification certificate (testamur), and/or Kindergarten qualification prior to 1974, as they are not available via My eQuals.

- [Request specific information relating to initial teacher education \(ITE\) programmes, and make payment online](#)

PLEASE NOTE: If you are unable to 'proceed to payment' when using either Chrome or Internet Explorer please use Firefox as your Internet browser.