

## Monash University Policy

<b>Policy Title</b>	<b>Academic Transcript Policy</b>
<b>Date Effective</b>	27 February 2017
<b>Review Date</b>	27 February 2020
<b>Policy Owner</b>	Deputy Vice-Chancellor (Education)
<b>Category</b>	Academic Quality and Standards
<b>Version Number</b>	2.0
<b>Content Enquiries</b>	<a href="mailto:policy-education@monash.edu">policy-education@monash.edu</a>
<b>Scope</b>	This policy applies to academic transcripts for all awards, courses and units across all Monash campuses and centres.
<b>Purpose</b>	The policy outlines the information that is documented on a Monash University academic transcript.
<b>POLICY STATEMENT</b>	

***As of 20 October 2010, this policy has replaced the Transcripts and Testamurs policy for all matters concerning University transcripts. For policy information concerning testamurs, please contact [policyeducation@monash.edu](mailto:policyeducation@monash.edu)***

An academic transcript is a true and authoritative record of a student's academic performance and achievements while enrolled at Monash University. The information on an individual student's academic transcript shall not be altered, other than to be re-issued subsequent to the correction of an error.

### Categories of information recorded on Academic Transcripts:

Academic Board shall approve the categories of information that are recorded on academic transcripts and any changes to these categories. Numerical marks and grades are printed on academic transcripts according to the University Grading Scale.

#### For coursework:

For undergraduate and graduate/postgraduate coursework, courses and units will be displayed in a chronological order from the current year of enrolment/completion to the year the course commenced.

The following information is provided:

- Given and Family name
- Course Title
- Award Title
- Joint or Co-badged courses

- Grades and numerical marks for all finalised unit attempts, except for units associated with the Competency Grading Schema which only provide grades (numerical marks are not awarded)
- Specialisations, extended majors, majors and minors, where appropriate.
- Discontinued and withdrawn late units
- Course Transfer information
- Credit information
- Merit based scholarships and prizes that are approved by the Coursework Admissions and Programs Committee
- Awards granted by the University
- Number of days of workplace training (only applicable to some courses)
- Special course requirements required to complete the degree (for example: summer placements)
- Grade Point Average (GPA) and Weighted Average Mark (WAM) are calculated to three decimal places for students commencing a course from Semester 1, 2008 onwards.
- Units approved by the Malaysian Qualifications Agency as General Studies units for undergraduate students at Monash University Malaysia.

## Information that is not included about students while enrolled in coursework courses and units:

- Outcomes resulting from decisions under Monash University (Council) Regulations Part 7 - Student Discipline, Monash University (Academic Board) Regulation Part 4 - Exclusion for Unsatisfactory Academic Progress or Inability to Progress, or Monash University (Vice-Chancellor) Regulations Part 6 - Exclusion for Health Reasons
- Merit and Equity based scholarships
- Bursaries
- Non-academic achievements
- Intermission for coursework courses
- Information relating to administrative encumbrances (e.g. for non-payment of fees or improper retention of university resources)
- Reasons for course discontinuation (for privacy purposes).

## For research courses:

For research courses thesis events will be displayed in a chronological order, from the year the first thesis event occurred to the present date.

The following information is provided for research degrees:

- Given and Family name
- Course Title
- Award Title
- Course Attempt Status
- Joint course
- Research candidature commencement date
- Research Percentage of course
- Attendance type
- One specialisation
- Thesis submission date
- Thesis title
- Thesis events including periods of intermission and special leave (sick, maternity and parental leave) from the least to most recent event on record
- Transfer between research courses
- Scholarships and awards approved for inclusion on the transcript by Graduate Research Committee
- The formal grading of the research course, where available.

The following additional information is provided for research courses with a coursework and/or training component for applicable cohorts:

- Units will be displayed in a chronological order from the current year of enrolment/completion to the year the course commenced
- Higher Degree Research Skills Training Units, where they exist, will be displayed under their own heading, displaying unit title and code and without an associated year.
- Grades and numerical marks for all finalised unit attempts, except for units associated with the Competency Grading Schema or the Grading Scheme for Higher Degree by Research Skills Training Units which only provide grades (numerical marks are not awarded)
- Discontinued and withdrawn late coursework units
- Credit information

### Information that is not included about students while enrolled in research courses:

- Action resulting from decisions under Monash University (Council) Regulations Part 7 - Student Discipline or Monash University (Vice-Chancellor) Regulations Part 6 - Exclusion for Health Reasons
- Confirmation or Candidature Review Panel hearings on academic progress for Higher Degree Research Students
- Variation to hours of employment
- Transfer from one department/school/institute to another
- Change of supervisor (temporary or permanent)
- Grade Point Average (GPA) and Weighted Average Mark (WAM) are not calculated for research degrees
- Reasons for course discontinuation (for privacy purposes).

<b>Supporting Procedures</b>	<a href="#">Academic Transcript Procedure</a>
<b>Responsibility for implementation</b>	Student and Education Business Services Monash Graduate Education Monash University Malaysia – Campus Education Committee
<b>Status</b>	Revised
<b>Approval Body</b>	<b>Name:</b> Academic Board <b>Meeting:</b> 1/17 <b>Date:</b> 27 February 2017 <b>Agenda item:</b> 12.5
<b>Endorsement Body</b>	<b>Name:</b> Coursework Admissions and Programs Committee <b>Meeting:</b> 1/17 <b>Date:</b> 1 February 2017 <b>Agenda Item:</b> 10.1  <b>Name:</b> Graduate Research Committee <b>Meeting:</b> 5/13 <b>Date:</b> 05-September-2013 <b>Agenda item:</b> 11.1

<b>Definitions</b>	<p><b>Academic Transcript:</b> official university record of a student's academic performance.</p> <p><b>Award:</b> degree, diploma or certificate which is listed in the Faculties Regulations, or a research higher degree of the university (Masters or PhD). These are the titles which appear on university testamurs and transcripts.</p> <p><b>Course (coursework):</b> the accumulation of units, according to a set of rules, that leads to the award of a qualification (e.g.: Bachelor of Arts).</p> <p><b>Course (research):</b> a study program of independent research conducted according to a set of rules that leads to the award of a qualification (e.g.: Doctor of Philosophy).</p> <p><b>Credit:</b> where a student is assessed and considered previously to have completed the equivalent of a unit or a proportion of a course through formal study (see Credit transfer) or other study, work or life-experience (see Recognition of prior learning), they may receive credit for that unit or proportion, and the course requirements may be correspondingly reduced.</p>
	<p><b>Finalised Unit Attempt:</b> where the Board of Examiners has approved the unit outcome and the result can be published/released to the student.</p> <p><b>Higher Degree by Research Coursework Unit:</b> A unit (as per definition below) that forms part of a graduate research course).</p> <p><b>Higher Degree by Research Skills Training Units (HDRSTU):</b> These may be taken as part of a higher degree by research, may or may not comprise formal assessment and carry no credit points. Typically, each HDRSTU comprises a series of related training activities such as orientation, workshops, seminars and online modules.</p> <p><b>Joint Degree Program:</b> where Monash and host higher education provider/s jointly develop a program and each higher education provider cross credits the units undertaken at the other institution.</p> <p><b>Joint Degree Program (research):</b> involves one study program of independent research that utilises the resources of two partner universities and results in the award of a single degree, jointly awarded by the participating institutions.</p> <p><b>Unit:</b> a component of a course of study which is taught and examined as a discrete entity but does not include a thesis for a higher degree by research which is governed by regulations of the Graduate Research Committee. A unit is represented by a single unit code.</p>
<b>Legislation Mandating Compliance</b>	<p><a href="#">Monash University Act 2009</a></p> <p><a href="#">Faculties and Research Award and Course Regulations</a></p> <p><a href="#">Monash University Statute</a></p> <p><a href="#">Monash University (Council) Regulations Part 7</a></p> <p><a href="#">Monash University (Academic Board) Regulation Parts 2 and 3</a></p> <p><a href="#">Monash University (Academic Board) Regulations Part 4</a></p> <p><a href="#">Monash University (Vice-Chancellor) Regulations Part 3</a></p> <p><a href="#">Monash University (Vice-Chancellor) Regulations Part 6</a></p>

<b>Related Policies</b>	<p><b>Coursework Policies</b></p> <p><a href="#">Collaborative Coursework Arrangements Policy</a></p> <p><a href="#">Collaborative Coursework Arrangements - Dual Award and Joint Degree Procedures</a></p> <p><a href="#">Coursework Scholarships Policy</a> and <a href="#">Coursework Scholarships Procedures for Australian Campuses</a></p> <p><a href="#">Course and Award Nomenclature Procedures</a></p> <p><a href="#">Credit Policy</a> and <a href="#">Procedures</a></p> <p><a href="#">Grading Scale Policy</a> and <a href="#">Grading Scale Procedures</a></p> <p><a href="#">Recognition of Excellence Policy</a> and <a href="#">Recognition of Excellence Procedures: Coursework Awards</a></p> <p><b>Research Policies</b></p> <p><a href="#">Handbook for Doctoral Degrees</a></p> <p><a href="#">Handbook for Master's Degrees by Research</a></p>
<b>Related Documents</b>	