

TRANSCRIPT OF ACADEMIC RECORD PROCEDURE

SCOPE

This procedure applies to:

- all awards, courses, units and non-award programs; and
- all locations.

This procedure does not apply to:

- executive and continuing education programs.

PROCEDURE STATEMENT

1. Eligibility for a transcript

- 1.1 A student is eligible to apply for a transcript of their academic record if they have enrolled in a coursework or graduate research course or completed at least one coursework unit.
- 1.2 A student who has an encumbrance due to outstanding university debts or other compulsory administrative requirements may not be issued a transcript until the encumbrance has been cleared.

2. Issuance

- 2.1 **On graduation:** Students receive a digital transcript.
- 2.2 **During or after enrolment:** Students can order a transcript at any time during or after enrolment by applying to [Monash Connect](#), including but not limited to the following circumstances:
 - in case of an error (free of charge)
 - after registering a name change with Monash
 - for a specified course only – the transcript will contain a statement that it is for a specified course and is not a complete record of the student's enrolment at Monash.

3. Content – coursework study

- 3.1 For coursework study, courses and units are displayed in order from the most recent year of enrolment/completion to the year enrolment commenced.

Information included

- 3.2 The transcript contains the following information:
 - student's full name as recorded in the student management system
 - course title
 - award title
 - grades and numerical marks, in accordance with the [Grading Scale Policy](#)
 - specialisations, extended majors, majors and minors, if applicable
 - discontinued and withdrawn late units
 - course transfer information
 - credit information
 - merit-based scholarships and prizes approved for inclusion by the Coursework Admissions and Programs Committee
 - excellence awards granted by the University
 - number of days of work integrated learning (WIL), if applicable

- special course requirements required to complete the course
- grade point average (GPA) and weighted average mark (WAM), calculated to three decimal points for students commencing a course from 1 January 2008 onwards
- units approved by the Malaysian Qualifications Agency as general studies units for undergraduate students at Monash Malaysia.

Information not included

3.3 The transcript does not contain the following information:

- outcomes resulting from decisions under:
 - Monash University (Council) Regulations Part 7 – Student Discipline;
 - Monash University (Council) Regulations Part 13 – Exclusion for Safety Reasons;
 - Monash University (Academic Board) Regulation Part 4 – Exclusion for Unsatisfactory Academic Progress or Inability to Progress; or
 - Monash University (Vice-Chancellor) Regulations Part 6 – Trespass
- other merit and equity-based scholarships
- bursaries
- non-academic achievements
- dates of intermission
- administrative encumbrances
- reasons for course discontinuation.

4. Content – graduate research study

4.1 For graduate research study, thesis events are displayed in order from the year of the first thesis event to the present.

Information included

4.2 The transcript contains the following information:

- student's full name as recorded in the student management system
- course title
- award title
- course attempt status
- research enrolment commencement date
- research percentage of course, if applicable
- one specialisation
- thesis submission date
- thesis title
- thesis events including periods of intermission and special leave from the least to most recent
- transfer between research courses
- scholarships and awards approved for inclusion on the transcript by the Graduate Research Committee
- excellence awards granted by the University
- formal grading of the research course, where available.

4.3 The following additional information is provided for graduate research courses with a coursework and/or training component for applicable cohorts where such components are recorded in the student management system:

- coursework units displayed in order from the most recent year of enrolment/completion to the year enrolment commenced
- research skills training (RST) units displayed under their own heading with unit title and code and without an associated year
- grades and numerical marks for all finalised unit attempts, in accordance with the [Grading Scale Policy](#)
- discontinued and withdrawn late coursework units
- credit information.

Information not included

4.4 The transcript does not contain the following information:

- actions resulting from decisions under:
 - Monash University (Council) Regulations Part 7 – Student Discipline;
 - Monash University (Council) Regulations Part 13 – Exclusion for Safety Reasons;

- Monash University (Academic Board) Regulations Part 6 – Student Progress Management; or
 - Monash University (Vice-Chancellor) Regulations Part 6 – Trespass
- graduate research student progress milestones
 - transfer from one academic unit/school/institute to another
 - change of supervisor
 - grade point average (GPA) and weighted average mark (WAM)
 - reasons for course discontinuation.

5. Surrender of transcript

- 5.1 In cases where Council revokes a person's award in accordance with Monash University (Council) Regulations, the person must surrender to Monash the transcript that was issued on conferral. Digital transcripts will be revoked through the digital repository.
- 5.2 When a person's transcript has been surrendered or revoked, they may order a replacement transcript that shows their academic record without the conferral.

DEFINITIONS

Australian Qualifications Framework (AQF)	The Australian Government's policy for regulated qualifications in the Australian education and training system.
Award	A degree, diploma, certificate or other qualification awarded upon successful completion of an accredited course.
Conferral	The act of Council to confer a degree or grant an award.
Council	The governing body of Monash University.
Credit	Recognition that a student's previous learning is equivalent in content and learning outcomes in a form that reduces the requirements a student must satisfy to achieve a qualification.
Degree	A bachelor's, bachelor's honours, master's or doctoral degree.
Encumbrance	A block placed on a student's access to university services as a result of unpaid fees, fines, loan repayments, missing information (e.g. tax file number), unreturned resources (e.g. library item) or disciplinary proceedings.
Finalised unit attempt	The unit outcome and result approved by the Board of Examiners that is published/released to the student.
Grade point average (GPA)	The average result of all grades achieved by a student during a course. For calculation methodology, see www.monash.edu/exams/results/gpa .
Graduate research	A study program of independent research conducted according to a set of rules that leads to a graduate research degree (e.g. Doctor of Philosophy). Also known as 'higher degree by research'.
Joint award	A partnership arrangement where a course is delivered jointly between Monash and a partner and leads to a single award.
Revoke	For the purpose of this procedure, the act of Council to officially cancel an award previously conferred.
Research skills training (RST)	Relevant to students commencing a graduate research degree in 2013 and 2014, undertaken in a graduate research degree, carrying no credit points and may or may not have comprised formal assessment. Typically, RST comprised a series of related training activities such as orientation, workshops, seminars and online modules.
Surrender	For the purpose of this procedure, to give back an academic statement to Monash.
Transcript	An official statement of a student's academic record at Monash.
Unit	A component of a course represented by a unit code that is taught as a discrete entity but is not a thesis for a graduate research degree.
Weighted average mark (WAM)	The average mark achieved by a student across all completed units in a course, weighted according to the credit point value and year level of each unit. For calculation methodology, see www.monash.edu/exams/results/wam .

GOVERNANCE

Parent policy	Academic Statements Policy	
Supporting schedules	Not applicable	
Associated procedures	Australian Higher Education Graduation Statement (AHEGS) Procedure Posthumous Conferral Procedure Testamur Procedure	
Legislation mandating compliance	Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 (Com) – Higher Education Standards Framework (Threshold Standards) 2015 Monash University Statute Monash University (Academic Board) Regulations Parts 4, 6 Monash University (Council) Regulations Parts 7, 13 Monash University (Vice-Chancellor) Regulations Parts 6, 9–11	
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