

Monash University Procedure

Procedure Title	Australian Higher Education Graduation Statement (AHEGS) Procedures
Parent Policy	Australian Higher Education Graduation Statement (AHEGS) Policy
Date Effective	06-July-2016
Review Date	06-July-2019
Procedure Owner	Vice-Provost (Education Programs) Vice-Provost (Graduate Education)
Category	Academic Quality and Standards
Version Number	3.0
Content Enquiries	Content Enquiries: Education Policy Unit
Scope	Students of Monash University who have qualified for a Monash award after 1 December 2010 and of an award type that is included within the Australian Qualifications Framework.
Purpose	To ensure that Monash University: <ul style="list-style-type: none"> 1. provides its graduates with a concise statement of their academic and other special achievements on completion of the requirements of a Monash University award course. 2. complies with Australian Government requirements relating to the Australian Higher Education Graduation Statement (AHEGS).
PROCEDURE STATEMENT	

1. Issuance

An AHEGS will be issued to all Monash graduates of an AQF qualification. One AHEGS will be issued to each graduate for each award. A graduate who has completed a double degree will be issued with two AHEGS.

Joint awards

Where a graduate has completed and qualified for a joint award, Monash University will issue a Monash University AHEGS (which includes a note that the award was completed as a component of a joint award).

Responsibility

Project Manager, Graduations
Group Manager, Academic Services, Student and Education Business Services

2. Eligibility

Monash University Procedure

Graduates who have their Monash award conferred at a graduation ceremony after 1 December 2010 will be eligible to receive an AHEGS, with the following exception:

A person who has graduated from one degree of a double degree combination prior to 2 December 2010, and then graduates with their second award after this date, will be eligible to receive an AHEGS for each award.

Responsibility

Project Manager, Graduations

3. Content

All data included on an AHEGS will be sourced centrally from the University's student management system.

The AHEGS will be written in English and provided in hard copy to the graduate.

All web references within the AHEGS will be to the [University's home page](#), the prescribed [Government websites](#) and dedicated [AHEGS at Monash webpage](#).

3.1. Front page

The AHEGS logo and statement about the AHEGS

The official AHEGS logo and statement about the AHEGS will be included, as required by the [Government guidelines](#), in the top right hand corner of the first page. The position is fixed, and the logo must be printed in colour.

Certification

The Certification will be included, as required, on the first page and will comprise the date of conferral of the award, the Vice-Chancellor's signature and position title.

Institutional logo

The Monash University logo will be included as part of the security paper used for the Monash AHEGS.

In the case of jointly badged qualifications, only the Monash University logo will appear on the AHEGS.

3.2. Section 1 - The Graduate

Graduate details

The graduate's name will comprise the family name and given name(s). It will be the name that is held in the University's student management system at the time the AHEGS is produced.

The student identification number will be included.

Monash University Procedure

The date of birth will not be included.

3.3. Section 2 - The Award

Name of the award

The name of the award will be the full award name as published in the [University Handbook](#).

Award Details

As a guide the award details should be kept to approximately 150 words or less.

The award details must be written in accordance with the Monash Editorial Style Guide.

The award details will include, where appropriate:

- summary details of the award;
- language of instruction;
- normal duration;
- Australian Qualifications Framework level;
- the campus of study at which the award was completed where the award is a bachelor pass degree and has a minimum entry level lower than an ATAR of 70 or equivalent;
- for research awards, the title of the HDR program completed.

Award descriptions for new courses and the amendment of existing award descriptions must be approved by the Dean of the managing faculty for the course, or in the case of graduate research degrees, by the Graduate Research Committee.

The award details description will be included in the Academic Course Information and reviewed in conjunction with the annual review of Academic Course Information.

Course Features

This field is optional, except where the award is part of a double degree or joint award, in which case the statement must start with:

"This award was undertaken as part of a double degree course of study" or "This award was undertaken as part of a joint award with the institution named under Section 3 - Awarding Institution", as appropriate.

This field may also be used to include a brief description of distinguishing features of the course, such as professional placements, industry-based learning, work integrated learning or overseas study. If used, the Course Features statement must be approved by the Dean of the managing faculty for the course.

The course features description will be included in the Academic Course Information document and reviewed in conjunction with the annual review of Academic Course Information.

Pathway to further study

Monash University Procedure

This field is optional and may be used to include summary details on further or advanced higher education awards for which this award typically serves as preparation. If used, the Pathways statement must be approved by the Dean of the managing faculty for the course.

The pathways statement will be included in the Academic Course Information document and reviewed in conjunction with the annual review of Academic Course Information.

Course Accreditation

This field is optional and may be used to include a statement regarding relevant accreditation by external organisations. If the qualification confers rights to practice within a particular jurisdiction, relevant information should be provided. If used, the Course Accreditation statement must be approved by the Dean of the managing faculty for the course.

The course accreditation statement will be included in the Academic Course Information document and reviewed in conjunction with the annual review of Academic Course Information.

3.4. **Section 3 - Awarding Institution**

There will be one statement about Monash University, regardless of the level or type of award. This statement has been approved by Academic Board and is:

Monash University was established in 1958 as a public university by an Act of Parliament in the State of Victoria and is listed as an Australian University on the Tertiary Education Quality and Standards Agency's National Register of Higher Education Providers and Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS number 00008C). A member of the Group of Eight research universities in Australia, Monash has five campuses in and around Melbourne. Monash students also study at partnership campuses in Malaysia, South Africa and in Gippsland. Monash has a study centre in Italy and research partnerships around the globe. Monash aspires to connect research and teaching for local and global transformation. For more information on Monash University visit www.monash.edu.

Partner institution for jointly badged awards

For jointly badged awards a description of the partner institution will be provided in this section.

3.5. **Section 4 - Graduate's Academic Achievements**

The graduate's award details will be listed at the top of this section. The details will include the full award name. Only details of the conferred award will be listed. Any specialisations, extended majors, majors and minors will be included where appropriate. To meet requirements of the Malaysian Qualifications Agency, study location will be included in this section for graduates of courses based at Monash University Malaysia. Details of all units attempted for the award will then be listed and will include:

- the year attempted
- unit code
- unit title
- teaching period
- credit points

Monash University Procedure

- mark (except for units associated with the Competency Grading Schema, for which numerical marks are not awarded)
- grade (code)
- GPA and WAM (where appropriate). GPA and WAM will only be listed for graduates who commenced their course after Semester 1, 2008.

Units will be listed:

1. by the year attempted in descending order (most recent first)
2. within each year by the first teaching period of enrolment
3. within each teaching period of enrolment by unit code in alphanumeric order.

All units attempted for an award will be included on the AHEGS in accordance with the Academic Transcript Policy. Research Skills Training units completed as part of nominated graduate research degrees will also be included.

Open Universities Australia

Where a graduate has studied through Open Universities Australia (OUA) and elects to receive their award from Monash University, the University will issue an AHEGS. It will include all units attempted for that award where they exist on the student management system, although only those attempted at Monash University will have a corresponding grade and, where relevant, a Grade Point Average (GPA) or Weighted Average Mark (WAM).

Credit

Where a graduate has been granted credit for units completed at another tertiary institution, or in another course, or for an assessed non-award unit at Monash University, the AHEGS will include the credit points granted and where relevant, the credit points to count towards the award.

Grading

Units completed at Monash University and approved completed external study for which a grade is recorded towards completion of the Monash award, will be included on the AHEGS, with a corresponding grade.

Where an exemption has been awarded for study at any other institution, this will be listed without a grade.

Fail grades (N) will be included, in accordance with the [Government AHEGS guidelines](#).

For units completed over more than one study period, the grade will be listed against the final study period for which the graduate was enrolled in that unit.

Monash University Results and Calculations

Details of the University's system for grading units and, where appropriate, awards will be included in this section. For results from 2010 onwards the full grading schema will be included on the AHEGS under the heading Monash University Results and Calculations. A URL referring to the relevant information is included for pre-2010 results.

Thesis title and abstract

Monash University Procedure

No thesis title or abstract will be included for graduates of an honours degree. A statement of level of honours (if applicable) will be listed.

The thesis title and a maximum 100 word abstract will be included for graduates of a doctoral or masters by research degree. The abstract must be in plain English with no special characters. Any thesis approved for examination in a language other than English will have this noted in the abstract.

Scholarship and prize information

In order to be eligible for inclusion on an AHEGS, a scholarship or prize must be:

- directly related to academic achievement as part of an award/qualification/degree at Monash University, or directly related to admission to a course at Monash University;
- verifiable, auditable and recorded in the University's student management system;
- approved to display on the academic transcript, and;
- approved for inclusion on the AHEGS by Coursework Admissions and Programs Committee or Graduate Research Committee, as appropriate.

For undergraduate and graduate coursework, only the award of merit-based scholarships and prizes approved by the Coursework Admissions and Programs Committee will be included on the AHEGS, in accordance with the [Academic Transcript Policy](#).

For graduate research degrees, only scholarships and awards approved by the Graduate Research Committee will be included on the AHEGS, in accordance with the [Academic Transcript Policy](#).

Scholarships will be listed under a separate heading from prizes.

Where no scholarship or prize has been awarded, the scholarships and prizes sub-heading will not be displayed.

Co-curriculum programs and Monash Passport units

This section of the AHEGS will include descriptions of co-curriculum programs approved by Coursework Admissions and Programs Committee and Monash Passport units prior to 2016 for graduates who have completed them during their course.

Research Skills Training in graduate research degrees

This section of the AHEGS can include high level summary descriptions of any Research Training Skills components of graduate research degrees as endorsed by Graduate Research Committee, for graduates who have completed these during their course.

Special achievements and recognition

In exceptional circumstances, a faculty may make recommendations to the Coursework Admissions and Programs Committee for the inclusion of faculty-specific special achievements and recognition on the AHEGS. Authentication by the faculty and approval by Coursework Admissions and Programs Committee is required.

3.6. Section 5 - Description of the Australian Higher Education System

Monash University Procedure

The content for this section is provided by the Australian Government and must be reproduced in its entirety, without amendments.

Responsibility

Project Manager, Graduations
Group Manager, Academic Services Group, Student and Education Business Services
Faculties
Coursework Admissions and Programs Committee

4. General Information

4.1. Errors

Where an error is identified, it will be corrected and one new AHEGS issued to the graduate without charge.

4.2. Format

The AHEGS format will be that as recommended by the Australian Government in the [Guidelines](#). The full AHEGS statement will be printed on Monash security paper as maintained by Student and Education Business Services.

4.3. Distribution

One free AHEGS will be produced for each graduate for each award. The AHEGS will be distributed with the other graduation documents.

Additional copies

Additional / replacement copies of the AHEGS can be reprinted by [Monash Connect](#) subject to payment of the required fee and presentation of proof of identity by the graduate.

4.4. Storage

Each graduate's AHEGS will be recorded in the University's student management system to enable its reproduction as requested, with the text, format, colour scheme and template the same as at the time of initial production.

Responsibility

Director, Client Services

Responsibility for implementation	Vice-Provost (Learning and Teaching) Director, Student and Education Business Services Director, Graduate Education Development
Status	Revised

Monash University Procedure

Approval Body	Name: Academic Board Meeting: 5/2015 Date: 09-September-2015 Agenda item: -
Definitions	<p>Grade Point Average (GPA): The average result of all grades achieved by a student during a course of study at tertiary level. For Monash GPA calculation methodology, see www.monash.edu.au/exams/gpa.html</p> <p>Graduate: A person on whom the university has conferred an academic award, including honorary awards and awards conferred jointly with another institution.</p> <p>Weighted Average Mark (WAM): The Weighted Average Mark (WAM) is 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 Monash WAM calculation methodology, see www.monash.edu.au/exams/wam.html.</p>
Legislation Mandating Compliance	
Related Policies	
Related Documents	