

AUSTRALIAN HIGHER EDUCATION GRADUATION STATEMENT (AHEGS) PROCEDURE

SCOPE

This procedure applies to:

- all AQF qualifications awarded by Monash
- all graduates of AQF awards since 1 December 2010.

PROCEDURE STATEMENT

1. Eligibility for AHEGS

- 1.1 Students who graduated after 1 December 2010 with a Monash award specified under the Australian Qualifications Framework (AQF) are eligible to receive an Australian Higher Education Graduation Statement (AHEGS). A student who has graduated from one degree of a double degree combination on or before 1 December 2010, and then graduates with their second award after this date, is eligible to receive an AHEGS for each award.
- 1.2 A student who has an encumbrance due to outstanding university debts or other compulsory administrative requirements may not graduate or obtain an AHEGS until the encumbrance has been cleared.
- 1.3 A graduate who has completed a double degree will be issued with a separate AHEGS for each award.
- 1.4 A graduate who has completed a joint award will be issued with one AHEGS from Monash which includes a statement that the award was delivered as a joint award, as outlined in 3.11 and 3.15 below.

2. Issuance

- 2.1 **Original from 2017:** The AHEGS is issued as a digital document only. Monash provides graduates with permanent access to their online AHEGS on graduation.
- 2.2 **Original prior to 2017:** The AHEGS was issued in physical form on security paper maintained by Student and Education Business Services (SEBS). A digital copy of each graduate's AHEGS is stored in Monash's student management system and can be reproduced in the same format as the original.
- 2.3 **Replacement:** A graduate can apply to [Monash Connect](#) for a replacement AHEGS in the following circumstances:
 - in case of an error
 - after registering a name change with Monash
 - if the graduate receives a prize after graduation for work done as part of their award.
- 2.4 **Additional copies:** Graduates can apply and pay a fee to [Monash Connect](#) to obtain additional copies of AHEGS that were issued prior to 2017.

3. Content

- 3.1 The AHEGS must be written in English and follow the [Monash Editorial Style Guide](#), except where this procedure states otherwise.
- 3.2 The graduate and university information on an AHEGS will be sourced from Monash's student management system.
- 3.3 The only web references on the AHEGS will be to the [Monash home page](#), the prescribed [Government websites](#) and the [AHEGS at Monash webpage](#).
- 3.4 All sections of the AHEGS will follow the [Government guidelines](#) and include the following options and variations.

Front page

3.5 The front page will include:

- AHEGS logo
- statement about the AHEGS
- certification of the award, i.e. date of graduation, Vice-Chancellor's signature and position title
- Monash logo; in the case of joint awards, only the Monash logo will be included.

Section 1 – The graduate

3.6 This section will include the graduate's full name as recorded in the student management system at the time the AHEGS is produced and the student identification number.

The date of birth will not be included.

Section 2 – The award

3.7 All parts of this section must be approved by the dean of the degree faculty for the course, or in the case of graduate research degrees by the Graduate Research Committee.

3.8 For coursework courses, the content in this section will be as recorded in the academic course information section of the curriculum management system.

3.9 Name of the award

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

3.10 Award details

This field is mandatory and should be kept to approximately 150 words or less.

The award details will include, where relevant:

- summary details of the award
- language of instruction
- normal duration
- AQF level
- for research awards, the title of the graduate research course completed.

The award details will not include admission requirements.

3.11 Course features

This field is optional, except where the award is part of a joint award, in which case the statement must start with the following sentence as appropriate:

This award was undertaken as part of a joint award with the institution named under Section 3 – Awarding Institution.

This field may 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.

3.12 Pathway to further study

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.

3.13 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 practise within a particular jurisdiction, relevant information should be provided.

Section 3 – The awarding institution

3.14 Academic Board approves the statement about Monash University that is included in every AHEGS. The current statement 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 four campuses in and around Melbourne. Monash also has study locations 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.

3.15 Partner institution for joint awards

For joint awards a description of the partner institution(s) will be provided in this section.

Section 4 – The graduate’s academic achievements

3.16 Course details

Course details will include:

- full award title
- specialisations, extended majors, majors and minors where applicable
- study location only for courses taken at Monash Malaysia (to comply with Malaysian Qualifications Agency requirements).

The following will not be included:

- number of days of workplace training
- periods of intermission or special leave
- transfers between courses
- graduate research enrolment commencement date
- research percentage of course
- attendance type
- thesis events.

3.17 Unit details

All units attempted for the award will be listed, including research training skills units completed in a graduate research degree.

Unit details will include:

- year attempted
- unit code
- unit title
- teaching period
- credit points
- mark (except for units with a grading schema in which marks are not awarded)
- grade (code)
- grade point average (GPA) and weighted average mark (WAM) (where appropriate) for graduates who commenced their course from Semester 1, 2008.

Units will be listed:

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

3.18 Open Universities Australia (OUA)

If an OUA student has elected to receive their award from Monash University, Monash issues the AHEGS. It will include all units attempted for that award as recorded in the student management system. Only units attempted at Monash will have a corresponding grade and, where relevant, a GPA or WAM.

3.19 Credit

The AHEGS will record:

- credit points granted for units completed at another tertiary institution, or in another course, or for an assessed non-award unit at Monash
- credit counted towards the award.

3.20 Grades

The AHEGS will include grades for:

- units completed at Monash
- approved units completed at another institution (for which a grade is recorded towards completion of the Monash course)
- fail grades (N)
- units taken over more than one study period, listed against the final study period in which the graduate was enrolled in that unit.

Where a unit exemption has been awarded for study at another institution, the unit will be listed without a grade.

3.21 Monash University results and calculations

Monash's system for grading units and awards will be provided.

For results issued from 2010 onwards, the full grading schema will be included on the AHEGS under the heading 'Monash University Results and Calculations'.

For results issued before 2010, a reference to a website with the relevant information will be included.

3.22 Thesis title and abstract

For graduates of a graduate research degree, the thesis title and a maximum 100-word abstract will be included. The abstract must be written in plain English with no special characters and state if the thesis was examined in a language other than English.

For graduates of an honours or other coursework degree that includes a thesis, the thesis title and abstract will not be included. A statement of level of honours (if applicable) will be listed.

3.23 Scholarship and prize information

For inclusion on an AHEGS, a scholarship or prize must be:

- directly related to academic achievement as part of the award at Monash, or directly related to admission to the course leading to the award
- verifiable, auditable and recorded in the student management system
- approved to display on the academic transcript
- approved for inclusion on the AHEGS by the Coursework Admissions and Programs Committee (CAPC) or Graduate Research Committee (GRC), as appropriate.

Scholarships will be listed under a separate heading from prizes.

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

3.24 Co-curricular programs and Monash Passport units

This section includes:

- co-curricular programs approved for inclusion by CAPC
- Monash Passport units (which were offered prior to 2016).

3.25 Research skills training, professional development and related activities in graduate research degrees

This section may include summaries of coursework, research skills training, professional training or other related activities that form part of a graduate research degree as endorsed by GRC.

3.26 Special achievements and recognition

In exceptional circumstances, special achievements and recognition may be included if they are authenticated by the faculty and approved by CAPC.

Section 5 – Description of the Australian higher education system

3.27 This content is provided by the Australian Government and must be reproduced in its entirety, without amendments.

4. Surrender of AHEGS

4.1 In cases where Council revokes a person's award in accordance with Part 8 of the Monash University (Council) Regulations, the person must surrender to Monash the AHEGS that was issued on conferral. Digital AHEGS will be revoked through the digital repository.

DEFINITIONS

Australian Higher Education Graduation Statement (AHEGS)	A document provided by Australian higher education institutions to graduating students that describes the nature, level, context and status of studies.
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.
Curriculum management system	CourseLoop, Monash's online system that manages course and unit approval, accreditation and review.
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.
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	A person on whom Monash has conferred an award.
Joint award	A partnership arrangement where a course is delivered jointly between Monash and a partner and leads to a single award.
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.
Revoke	For the purpose of this procedure, the act of Council to officially cancel an award previously conferred.
Student management system	Callista, Monash's system that manages student data over the student lifecycle.
Surrender	For the purpose of this procedure, to give back an academic statement to 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	Posthumous Conferral Procedure Testamur Procedure Transcript of Academic Record 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 (Council) Regulations Part 8 Monash University (Vice-Chancellor) Regulations Parts 9–11	
Category	Academic	
Approval	Coursework Admissions and Programs Committee 24 October 2018 Meeting 7/2018, item 7.1	Graduate Research Committee 18 October 2018 Meeting 7/2018, item 10.1
Endorsement	Deputy Vice-Chancellor (Education) 9 October 2018	Vice-Provost (Faculty and Graduate Affairs) 9 October 2018
Procedure owner	Deputy Vice-Chancellor (Education)	
Date effective	20/12/2018	



Review date	20/12/2021
Version	1.0
Content enquiries	policy-education@monash.edu