

ACADEMIC STATEMENTS POLICY

SCOPE

This policy applies to:

- all awards, courses, units and non-award programs
- honorary degrees (*honoris causa*)
- all locations.

This policy does not apply to:

- executive and continuing education programs.

POLICY STATEMENT

1. General principles

Monash issues the following academic statements:

- transcript of academic record
- testamur
- Australian Higher Education Graduation Statement (AHEGS).

Academic statements are issued in accordance with the Higher Education Standards Framework 2015, the Australian Qualifications Framework (AQF) Qualifications Issuance Policy and, where relevant, the Malaysian Qualifications Framework (MQF) or other legislative or regulatory requirements applicable in the country where the study is undertaken.

Academic statements are designed to be:

- recognisable as being issued by Monash
- clearly distinguishable from other types of statements issued by Monash
- protected from unauthorised production
- authenticable and traceable through Monash's records.

Academic statements may be issued in physical or digital format.

The student's personal and academic information on academic statements will only be altered to correct an error or record a change of name.

Individuals who falsify academic statements may be prosecuted.

2. Transcript of academic record

A transcript is an official statement of a student's academic record at Monash.

Students who have completed one or more coursework units may order a transcript at any time during or after enrolment. Students also receive a transcript on graduation.

3. Testamur

A testamur is the certificate issued by Council to confirm that a student has completed the requirements for an award.

In accordance with Monash University Statute section 13(2), Council approves the form of the testamur.

Students receive a testamur on graduation.

Recipients of an honorary degree (*honoris causa*), conferred in accordance with Monash University Statute section 14, receive one original testamur.

4. Australian Higher Education Graduation Statement (AHEGS)

The AHEGS describes a graduate's qualification and achievements in the context of the Australian higher education system. Its purpose is to facilitate national and international recognition of Australian qualifications and to promote international mobility and professional recognition of graduates. The AHEGS is issued in accordance with the [guidelines](#) set by the Australian Government.

Students who have completed an AQF award receive an AHEGS on graduation.

5. Posthumous conferral

The dean (coursework) or Graduate Research Committee (graduate research) will review the student's progression and may recommend posthumous conferral to Council.

A transcript, a testamur and an AHEGS are issued when Council determines to posthumously confer an award.

DEFINITIONS

Academic statement	An official document issued by Monash as a record of a student's academic performance and/or achievements.
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.
Completed	The unit status that indicates a student has attempted and received a grade for a unit.
Conferral	The act of Council to confer a degree or grant an award.
Council	The governing body of Monash University.
Degree	A bachelor's, bachelor's honours, master's or doctoral degree.
Graduate	A person on whom Monash has conferred an award.
Higher Education Standards Framework 2015	A legislative instrument that sets out the minimum acceptable standards that Monash must continue to meet to maintain registration as an Australian university under the <i>Tertiary Education Quality and Standards Agency Act 2011</i> .
Posthumous	Occurring after death.
Student	A person who: (a) is admitted to a course at Monash; or (b) is enrolled at Monash in non-award study or one or more units on an assessed or non-assessed basis and without admission to a course; or (c) is pursuing a course or unit at Monash through an exchange or study program or other arrangement between Monash and another educational institution; or (d) is engaged in a student mobility program involving Monash, whether or not the program is credited towards a course or unit; or (e) has completed a course but on whom the relevant degree or award has not been conferred or awarded; or (f) is on an intermission or has been suspended from, or has deferred enrolment in, a course; or (g) is enrolled in a course or one or more units offered by Monash through another educational institution; or

	(h) has consented in writing to be bound as a student by Monash statute and regulations.
Testamur	An official certificate issued by Council certifying that a qualification has been awarded to an individual.
Transcript	An official certificate 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.

GOVERNANCE

Supporting procedures	Australian Higher Education Graduation Statement (AHEGS) Procedure Posthumous Conferral Procedure Testamur Procedure Transcript of Academic Record Procedure	
Supporting schedules	Not applicable	
Associated policies	Course Design Policy Coursework Course and Unit Accreditation Policy Coursework Scholarships Policy Grading Scale Policy Recognition of Excellence Policy	
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, 8, 8A, 13 Monash University (Vice-Chancellor) Regulations Parts 3, 6, 9–11	
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