

AUSTRALIAN HIGHER EDUCATION GRADUATION STATEMENT (AHEGS) PROCEDURE

SCOPE

This procedure applies to all Monash University:

- award qualifications conferred by Monash University; and
- graduates of those awards since 1 December 2010.

PROCEDURE STATEMENT

This procedure describes the eligibility conditions, issuance and content for the Australian Higher Education Graduation Statement (AHEGS), and the circumstances when a person may be required to surrender an AHEGS.

1. Eligibility for AHEGS

- 1.1 Students who graduate after 1 December 2010 with a University award specified under the Australian Qualifications Framework (AQF) are eligible to receive an Australian Higher Education Graduation Statement (AHEGS).
- 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 the University which includes a statement that the award was delivered as a joint award, as outlined in 3.12 and 3.16 below.

2. Issuance

- 2.1 **Original copy from 2017 or later:** The AHEGS is issued as a digital document only. The University provides graduates with permanent access to their online AHEGS on graduation.
- 2.2 **Original copy 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 the University'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 change of legal name with the University; and/or
 - 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 [University Editorial Style Guide](#), except where this procedure states otherwise.
- 3.2 The graduate and University information on an AHEGS will be sourced from the student management system.
- 3.3 Web references on the AHEGS will only be to the [University home page](#), the prescribed [Government websites](#) and the [University AHEGS webpage](#).
- 3.4 All sections of the AHEGS will follow the [Government guidelines](#) and include the options and variations set out in this procedure.

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; and
 - the University logo; in the case of joint awards, only the University logo will be included.

Section 1 – The graduate

- 3.6 This section will include the graduate's full legal name, as recorded in the student management system at the time the AHEGS is produced, and the student identification number.
- 3.7 The graduate's date of birth will not be included.

Section 2 – The award

- 3.8 All parts of this section are approved by the dean of the degree faculty (or delegate) or, in the case of graduate research degrees, by the Graduate Research Committee.
- 3.9 The content in this section will be as recorded in the academic course information section of the curriculum management system.

3.10 Name of the award

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

3.11 Award details

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

- 3.11.2 The award details will include, where relevant:

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

- 3.11.3 A standard statement regarding admission requirements is included in this section for all courses.

3.12 Course features

- 3.12.1 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.

- 3.12.2 This field may be used to include a brief description of distinguishing features of the course, such as industry experiences or overseas study.

3.13 Pathway to further study

- 3.13.1 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.

3.14 Course accreditation

- 3.14.1 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

- 3.15 Academic Board approves the statement about the 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.

3.16 Partner institution for joint awards

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

Section 4 – The graduate’s academic achievements

3.17 Course details

3.17.1 Course details will include:

- full award title;
- specialisations, extended majors, majors and minors;
- graduate research program details;
- study location only for courses taken at Monash University Malaysia (to comply with Malaysian Qualifications Agency requirements);
- grade point average (GPA) and weighted average mark (WAM) for graduates who commenced their course from Semester 1, 2008;
- the words ‘awarded with distinction’ for students graduating after 7 July 2021 with a master’s coursework degree with a weighted average mark (WAM) of 80 or above.

3.17.2 The following will not be included:

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

3.18 Unit details

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

3.18.2 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).

3.18.3 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.

3.19 Credit

3.19.1 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 the University;
- credit counted towards the award.

3.20 Grades

3.20.1 The AHEGS will include grades for:

- units completed at the University;
- approved units completed at another institution (for which a grade is recorded towards completion of the Monash course);
- fail grades;
- units taken over more than one study period, listed against the final study period in which the graduate was enrolled in that unit;
- one year and four year honours bachelor degrees, honours degree course grades calculated in accordance with the [Grading Schema Procedure](#) (section 4 and 5).

- 3.20.2 Where a unit exemption has been awarded for study at another institution, the unit will be listed without a grade.
- 3.21 Results and calculations
- 3.21.1 The University's system for grading units and awards will be provided.
- 3.21.2 For results issued from 2010 onwards, the full grading schema will be included on the AHEGS under the heading 'Monash University Results and Calculations'.
- 3.21.3 For results issued before 2010, a reference to a website with the relevant information will be included.
- 3.22 Thesis title and abstract
- 3.22.1 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.
- 3.22.2 For graduates of an honours or other coursework degree that includes a thesis, the thesis title and abstract will not be included.
- 3.23 Scholarship and prize information
- 3.23.1 For inclusion on an AHEGS, a scholarship or prize must be:
- merit based;
 - directly related to academic achievement as part of the award at the University, 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; and
 - approved for inclusion on the AHEGS by the University Education Committee or Graduate Research Committee, as appropriate.
- 3.23.2 Scholarships will be listed under a separate heading from prizes.
- 3.23.3 Where no scholarship or prize has been awarded, the scholarships and prizes sub-headings will not be displayed.
- 3.24 Co-curricular programs and compulsory modules
- 3.24.1 This section includes:
- co-curricular programs (including industry experiences) approved for inclusion by the University Education Committee;
 - compulsory modules approved for inclusion by the University Education Committee or the Graduate Research Committee.
- 3.25 Graduate research program related activities
- 3.25.1 This section may include summaries of coursework, professional development activities or other related activities that form part of a graduate research degree as approved by the Graduate Research Committee.
- 3.26 Special achievements and recognition
- 3.26.1 In exceptional circumstances, special achievements and recognition may be included if they are authenticated by the faculty and approved by the University Education Committee or the Graduate Research Committee.

Section 5 – Description of the Australian higher education system

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

4. Surrender of AHEGS

- 4.1 In cases where the Monash University Council revokes a person's award in accordance with Part 8 of the Monash University (Council) Regulations, the person must surrender to the University 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.
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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.
Coursework	A method of learning and teaching that leads to the acquisition of knowledge and skills, undertaken by enrolled students through scheduled activities, directed learning and independent study. In contrast, see 'graduate research'.
Credit	Recognition that a student's previous learning is equivalent in content, learning outcomes and assessment in a form that reduces the requirements a student must satisfy to achieve a qualification.
Curriculum management system	CourseLoop, Monash University's online system that manages course and unit approval, accreditation, publication 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 payments, missing information (e.g. tax file number), unreturned resources (e.g. library item), disciplinary proceedings, or incomplete administrative requirements.
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 University has conferred an award.
Graduate research	A formal course of postgraduate study that leads to the acquisition of advanced skills, techniques and knowledge in the conduct of research, and requires the production of a substantial original research output, such as a thesis. In contrast, see 'coursework'.
Joint award	A partnership arrangement where a course is delivered jointly between Monash University and a partner and leads to a single award.
Program (in the context of graduate research)	A structured program within a graduate research course, consisting of coursework units or professional development training, to support the development of a student's research training and research project.
Revoke	For the purpose of this procedure, the act of Council to officially cancel an award previously conferred.
Student management system	Callista, Monash University'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 University.
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 procedures	Posthumous Conferral Procedure Testamur Procedure Transcript of Academic Record Procedure
Supporting schedules	Not applicable
Associated procedures	Not applicable

Related legislation	Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 (Com) Higher Education Standards Framework (Threshold Standards) 2021 Monash University Statute Monash University (Council) Regulations Part 8 Monash University (Vice-Chancellor) Regulations Parts 9–11	
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