

# ACADEMIC STATEMENTS POLICY

## SCOPE

This policy applies to all Monash University:

- awards, courses, units and non-award enabling programs; and
- honorary degrees (honoris causa).

This policy does not apply to non-award professional development education, including micro-credentials. Refer to the [Professional Development Education Procedure](#), section 7

## POLICY STATEMENT

This policy establishes the type of Academic Statements issued by Monash University and describes the principles for their issuance.

### 1. General principles

1.1 The University issues the following academic statements:

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

1.2 Academic statements are issued in accordance with the Higher Education Standards Framework 2021, 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.

1.3 Academic statements are:

- unambiguously recognisable as being issued by the University;
- clearly distinguishable from other types of statements issued by the University;
- protected against fraudulent issue;
- designed to prevent unauthorised reproduction;
- authenticable and traceable through the University's records; and
- replaceable by the University through an authorised and verifiable process.

1.4 Academic statements may be issued in physical or digital format.

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

1.6 Individuals (including current and former students) must not falsify, alter, obtain or use fraudulent Monash University academic statements, or assist another person in doing so. This includes making a dishonest or false statement or representation, or engaging in a dishonest or fraudulent activity relating to Monash University academic statements. Any breach of this policy by a current student may amount to student general misconduct and result in formal disciplinary action by the University.

### 2. Transcript of academic record

2.1 A transcript is an official statement of a student's academic record at the University.

2.2 Students can order a transcript at any time during or after enrolment.

2.3 All students receive a transcript on graduation.

### 3. Testamur

- 3.1 A testamur is the certificate issued by Council to confirm that a student has completed the requirements for an award.
- 3.2 In accordance with Monash University Statute section 13(2), Council approves the form of the testamur.
- 3.3 Students receive a testamur on graduation.
- 3.4 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)

- 4.1 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.
- 4.2 Students who have completed an AQF award receive an AHEGS on graduation.

### 5. Posthumous conferral

- 5.1 The dean (coursework) or the Chair of Graduate Research Committee (graduate research) will review the student's progression and may recommend posthumous conferral to Council.
- 5.2 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 University 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.
Degree	A bachelor's, bachelor's honours, master's or doctoral degree.
Graduate	A person on whom Monash University has conferred an award.
Higher Education Standards Framework 2021	A legislative instrument that sets out the minimum acceptable standards that Monash University must continue to meet to maintain registration as an Australian university under the Tertiary Education Quality and Standards Agency Act 2011.
Posthumous	Occurring after death.
Student	A person who: (a) is admitted to a course at Monash University; or (b) is enrolled at Monash University 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 University through an exchange or study program or other arrangement between Monash University and another educational institution; or (d) is engaged in a student mobility program involving Monash University, 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 University through another

	educational institution; or (h) has consented in writing to be bound as a student by Monash University's statute and regulations.
Testamur	An official certificate issued by Council to confirm that a student has completed the requirements for an award.
Transcript	An official statement of a student's academic record at 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.

## GOVERNANCE

Supporting procedures	<a href="#">Australian Higher Education Graduation Statement (AHEGS) Procedure</a> <a href="#">Posthumous Conferral Procedure</a> <a href="#">Testamur Procedure</a> <a href="#">Transcript of Academic Record Procedure</a>	
Supporting schedules	Not applicable	
Associated policies	<a href="#">Course and Units Policy</a> <a href="#">Scholarships and Prizes Policy</a> <a href="#">Assessment and Academic Integrity Policy</a>	
Related legislation	<a href="#">Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 (Com)</a> <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a> <a href="#">Monash University Statute</a> <a href="#">Monash University (Academic Board) Regulations Parts 4, 6</a> <a href="#">Monash University (Council) Regulations Parts 7, 8, 8A, 13</a> <a href="#">Monash University (Vice-Chancellor) Regulations Parts 3, 6, 9–11</a>	
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