TRANSCRIPT OF ACADEMIC RECORD PROCEDURE

SCOPE

This procedure applies to all Monash University awards, courses, units and non-award enabling programs.

This procedure does not apply to non-award professional development education, including micro-credentials. Refer to the Professional Development Education Procedure, section 7.

PROCEDURE STATEMENT

This procedure describes the eligibility conditions, issuance and content for transcripts, and the circumstances when a person may be required to surrender a transcript.

1. Eligibility for a transcript

1.1   A student can order a transcript of their academic record if they have enrolled in a course or unit at the University.

1.2   A student who has an encumbrance due to outstanding University debts or other compulsory administrative requirements may not be issued a transcript until the encumbrance has been cleared.

2. Issuance

2.1   **On graduation:** Students receive a digital transcript.

2.2   **During or after enrolment:** Students can order a transcript at any time during or after enrolment through Monash Connect.

    2.2.1   In case of an error, a new transcript will be issued free of charge

    2.2.2   Where a student requests a transcript for a specified course only, the transcript will contain a statement that it is for a specified course and is not a complete record of the student's enrolment at the University.

3. Content – coursework study

3.1   For coursework study, courses and units are displayed in order from the most recent year of enrolment/completion to the year enrolment commenced.

Information included

3.2   The transcript contains the following information:

- student's full legal name as recorded in the student management system;
- course title;
- award title;
- grades and numerical marks, in accordance with the Grading Schema Procedure;
- specialisations, extended majors, majors and minors;
- enrolled and completed units;
- discontinued and withdrawn late units;
- course transfer information;
- credit information;
- merit-based scholarships and prizes approved for inclusion by the University Education Committee;
- excellence awards granted by the University;
- number of days of curricular industry-based experience programs completed;
- special course requirements required to complete the course;

- grade point average (GPA) and weighted average mark (WAM), calculated to three decimal points for students commencing a course from 1 January 2008 onwards;
- the honours course grade for one year and four year honours degrees, calculated in accordance with the [Grading Schema Procedure](#) (section 5), for students commencing their degree on or after 1 January 2021; and
- units approved by the Malaysian Qualifications Agency as general studies units for undergraduate students at Monash Malaysia.

3.3   Students graduating after 7 July 2021 with a coursework master's degree with a weighted average mark (WAM) of 80 or above will have the words 'awarded with distinction' included on the transcript.

Information not included

3.4   The transcript does not contain the following information:

- outcomes resulting from decisions under:

  - Monash University (Council) Regulations Part 7 – Student Discipline;
  - Monash University (Council) Regulations Part 13 – Exclusion for Safety Reasons;
  - Monash University (Academic Board) Regulation Part 4 – Exclusion for Unsatisfactory Academic Progress or Inability to Progress; or
  - Monash University (Vice-Chancellor) Regulations Part 6 – Trespass

- other merit and equity-based scholarships;
- grants;
- non-academic achievements;
- dates of intermission;
- administrative encumbrances; and
- reasons for course discontinuation.

4.   Content – graduate research study

4.1   For graduate research study, thesis events are displayed in order from the year of the first thesis event to the present.

Information included

4.2   The transcript contains the following information:

- student's full legal name as recorded in the student management system;
- course title;
- award title;
- program title;
- course attempt status;
- research enrolment commencement date;
- research percentage of course, if applicable;
- one specialisation;
- thesis submission date;
- thesis title;
- supervisor details;
- enrolment variation events including periods of intermission and special leave in chronological order;
- transfer between research courses;
- scholarships and awards approved for inclusion on the transcript by the Graduate Research Committee;
- excellence awards granted by the University; and
- formal grading of the research course, where available.

4.3   The following additional information is provided for graduate research courses with a coursework and/or training component for applicable cohorts where such components are recorded in the student management system:

- program details, where available;
- research internship, where applicable;
- coursework units displayed in order from the most recent year of enrolment/completion to the year enrolment commenced;
- grades and numerical marks for all finalised coursework unit attempts, in accordance with the [Grading Schema Procedure](#);
- discontinued and withdrawn late coursework units; and
- credit information.

Information not included

4.4   The transcript does not contain the following information:

- actions resulting from decisions under:

    - Monash University (Council) Regulations Part 7 – Student Discipline;
    - Monash University (Council) Regulations Part 13 – Exclusion for Safety Reasons;
    - Monash University (Academic Board) Regulations Part 6 – Student Progress Management; or
    - Monash University (Vice-Chancellor) Regulations Part 6 – Trespass

- graduate research student progress milestones;
- transfer from one academic unit/school/institute to another;
- change of supervisor
- grade point average (GPA) and weighted average mark (WAM); or
- reasons for course discontinuation.

5.   Surrender of transcript

5.1   In cases where Council revokes a person's award in accordance with the University (Council) Regulations, the person must surrender to the University the transcript that was issued on conferral. Digital transcripts will be revoked through the digital repository.

5.2   When a person's transcript has been surrendered or revoked, they may order a replacement transcript that shows their academic record without the conferral.

DEFINITIONS

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.
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.
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.
Finalised unit attempt	The unit outcome and result approved by the Board of Examiners that is published/released to the student.
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 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'.
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.

Supervisor (in the context of graduate research)	Academic staff member appointed to supervise a graduate research student project in accordance with the Graduate Research Student Supervision Policy and procedure.
Surrender	For the purpose of this procedure, to give back an academic statement to Monash University.
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.
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	Australian Higher Education Graduation Statement (AHEGS) Procedure Posthumous Conferral Procedure Testamur Procedure	
Supporting schedules	Not applicable	
Associated procedures	Grading Schema Procedure	
Related legislation	Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 (Com) Higher Education Standards Framework (Threshold Standards) 2021 Monash University Statute Monash University (Academic Board) Regulations Parts 4, 6 Monash University (Council) Regulations Parts 7, 13 Monash University (Vice-Chancellor) Regulations Parts 6, 9–11	
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