

Australian Higher Education Graduation Statement Structure, Guidelines and Appeal Process



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1. Context

With support from the Department of Employment, Education and Workplace Relations (DEEWR), in January 2007, 14 Universities from across Australia, including the University of Newcastle, developed a single template for an Australian Diploma Supplement, now known as the Australian Higher Education Graduation Statement (AHEGS). The AHEGS is intended to be the equivalent of the Diploma Supplement currently being provided to graduates by Higher Education institutions in 45 European nations. The Graduation Statement is a document provided to the graduate by the Institution, in addition to the degree or diploma awarded and academic transcript. The purpose is to make qualifications more portable and their value more transparent.

The introduction of the AHEGS will assist both domestic and international graduates from Australian higher education institutions seeking employment or further study opportunities both in Australia and abroad.

A University AHEGS Project and Steering Committee, chaired by President of Academic Senate, was established by the Vice-Chancellor in 2009 to provide ongoing oversight of the AHEGS. The Steering Committee is advisory to the Deputy Vice Chancellor (Services) and will report annually to Academic Senate on its activities. An AHEGS Working Party, chaired by the Deputy Academic Registrar, Student Administration, was established in August 2009 to manage the implementation of the Graduation Statement.

The AHEGS Project and Steering Committee reviewed its membership and terms of reference and from January 2011 the AHEGS Committee will meet twice a year to:

- evaluate submissions, and
- consider appeals.

This document sets out the elements and information that will be included in the University of Newcastle AHEGS, the process of determining the inclusion of additional elements in the future, assessing the currency of existing elements, and the process available to a student who wishes to appeal the content of their AHEGS.

2. Scope

An AHEGS will be prepared for all students who graduate with an Award of the University, including postgraduate coursework and research programs, undergraduate degrees and diplomas at all campuses and locations of the University.

3. Issuing of AHEGS

An original AHEGS will be issued to University of Newcastle students after completion of their award. A replacement may be requested at any time following the payment of the prescribed fee.

4. Structure of AHEGS

4.1 Definition of AHEGS

4.2 The Graduate

4.2.1 Family Name

4.2.2 Given Name(s)

4.2.3 Student Number

4.3 The Award

4.3.1 Name of Award

4.3.2 Detail

4.3.3 Features

4.3.5 Course Accreditation

4.4 Awarding Institution

4.5 Academic Achievements

4.5.1 Elements from the Academic Transcript

4.5.2 Thesis Title

4.5.3 Thesis Abstract

4.5.4 Key to Grading – *generic statement*

- All Grades
- Grade Point Average
- Weighted Average Mark

4.5.5 Additional Academic Achievements

- Research Higher Degree Excellence Awards and Scholarships awarded by the Institution
- Scholarships Awarded by the Institution
- Prizes that are administered centrally by Student Administration
- University Medal – *description*
- Faculty Medal – *description*
- Faculty Commendation Lists – *descriptions*

4.6 Special Achievements & Recognition of Participation

4.6.1. For achievements to appear on AHEGS, the University requires the achievements to meet the following criteria:

- a. it is, or is part of, a University administered program or activity and names of participants are recorded in the University of Newcastle's Student Record System;
- b. the program or activity has specified aims and outcomes;
- c. the program or activity is subject to University quality assurance guidelines.

Examples of current programs and activities that are approved for inclusion on the University of Newcastle AHEGS are:

- Leadership and student engagement programs including:
 - Careers Internship Program – A program for students to gain work experience working on expos, marketing documentation etc. and managed by the Careers Service. Selection is by application and interview.
 - Community Connections International - links an international student with an Australian 'buddy' to ask questions, practice English and make friends. Managed by International Division. Selection is from a group of volunteers.
 - iLead – for students to gain international experience and leadership skills through workshops, events and a placement. Managed by International Division. Selection is based on GPA and evidence of previous University community engagement and is open to all domestic and international second or third year undergraduate or postgraduate students.
 - LUCY Mentoring Program – developed by the NSW Government –to inspire, motivate and educate undergraduate

female students, particularly first year students about the opportunities available for employment and leadership. Students are linked with mentors. Managed by the Faculty of Business and Law. Selection is available to undergraduate women studying in the Faculty of Business and Law at second or subsequent year of study with a credit average and willing to make a long term commitment.

- Student Ambassador– for students to share their university experience with prospective students through year 12 school talks, careers expos and on campus events. Managed by Marketing and Public Relations. Selection is via a formal position application on the employment section of the University website.
- PASS – Peer Assisted Study Session for the Faculty of Business and Law - PASS is a program that supports students in their study. PASS consists of one-hour non-compulsory weekly sessions where students work collaboratively. Each session is facilitated by PASS Leaders; students who have excelled in the course in the past. PASS sessions focus on developing deeper learning of course material and enhancing their learning skills.
- Senior Residential Program - it is designed to give residential student volunteers a chance to mentor their peers and new residents of the college. SRMs role model to their peers participation, enthusiasm, and respect in the college community. In addition, they will assist staff in developing an environment that supports the academic and developmental ethos of Accommodation.
- Residential Assistants Program – provides students with the skills to mentor, support and lead 1000 students who live in colleges. Managed by Accommodation Services. Selection is based on written references from 2 current Residential Assistants, a 500 word statement and interview and no fails on their academic record.
- SNUG (Special Needs Unlimited Group) Program - volunteers assist in the development of providing support for the family of a child with special needs with an opportunity to enhance the

structures that surround and support all members of their family. Managed by Faculty of Health, interested volunteers complete an expression of interest form, answer six questions and attend a one day training course.

- SOS Mentoring Program – students use their own experiences to assist new students within their faculty to settle in to university life. Managed by Student Services, with open entry for volunteers.
- Teach Outreach – students undertake an activity, proposed by an early childhood centre or community based organisation, to enhance their professional knowledge and skills. Managed by Faculty of Education and Arts, students volunteer for this program.
- International experience – including student exchange & international placements.
- Sporting scholarships awarded by the University.
- Sporting awards – *i.e. Blues, Colours, Sportsperson of the year.*
- Representation at the World University Games

4.6.2 Official University Committees:

Participation on University committees included on AHEGS requires a verified membership and an attendance of at least 70% of all scheduled meetings. Committees include

- Council and Standing Committees of Council
- Academic Senate and Senate Committees

4.6.3 President and Vice-President, or Convenor and General Secretary, or Director of:

- NUSA
- NUPSA
- Campus Central
- Singapore Campus
- Nusport Board

4.7 Description of Australian Higher Education System – *generic statement*

5. Guidelines for inclusion of items in the AHEGS

- 5.1 All elements included in the AHEGS must contribute to the extension of the experience of the student's program of study.
- 5.2 All elements included in the AHEGS must be captured through the University's Student System so they can be produced on the AHEGS.
- 5.3 The achievement must be measurable and auditable, and able to be verified by the AHEGS Steering Committee.
- 5.4 Submissions for elements to be included in, or deleted from, the AHEGS are to be forwarded in writing to the AHEGS Steering Committee by 30 May of each year. Submissions can be made by:
 - 5.4.1 Individual staff members;
 - 5.4.2 Individual students;
 - 5.4.3 Student organisations; or
 - 5.4.4 Any other interested parties.

The submissions will be considered for inclusion in the AHEGS from 1 January of the following year.

- 5.5 Submission outcomes will be communicated, in writing, to the submitting party within one week of the AHEGS Steering Committee meeting.
- 5.6 The University of Newcastle AHEGS distribution began in May 2010 and data was collected from 1 January 2010 only. Retrospective information will not be included.

6. AHEGS Committee

- 6.1 Membership of the AHEGS Committee will include the following:
 - 6.1.1 President of Academic Senate or Deputy President of Academic Senate (Chair);
 - 6.1.2 Deputy Academic Registrar, Student Administration or nominee;
 - 6.1.31 Academic representative from each Faculty and English Language and Foundation Studies unit;
 - 6.1.4 Undergraduate student representative;
 - 6.1.5 Postgraduate student representative.

6.1.6 The Chair will invite other staff and /or students to participate in the Committee as needed.

6.2 Functions

6.2.1 The AHEGS Committee will:

consider submissions and determine for possible inclusion of new categories, activities or information on the AHEGS;

6.2.2 The Committee will usually meet on two occasions during the academic year.

7. Appeal Process

7.1 A student may appeal the content of their AHEGS only where the information specifically pertains to them and they consider that information to be incorrect or incomplete.

7.2 The appeal must be:

7.2.1 made in writing and submitted to Student Administration, Student Services Building, Callaghan campus, in person or via email ahegs@newcastle.edu.au

7.3 A meeting of the Executive of the AHEGS Committee, comprising the President of Academic Senate (or nominee) and the Deputy Academic Registrar, Student Administration (or nominee) will be called when an appeal is submitted.

7.4 The AHEGS Committee Executive will consider the appeal, investigate, and advise the graduate of their decision within 10 working days of the receipt of the appeal.

7.5 Where the appeal is upheld, a revised AHEGS will be issued free of charge on return of the incorrect AHEGS.

7.6 Unsuccessful applicants will be advised of the outcome in writing.

7.7 Decisions of the AHEGS Committee Executive are final and will be reported to the next meeting of the AHEGS Committee.

8. Structure of Testamur and Academic Transcript

8.1 Testamur

8.1.1 A testamur is the official certificate conferring an award of the University.

- 8.1.2 The name of the award is printed on the testamur.
- 8.1.3 No majors or specialisations are recorded on the testamur.
- 8.1.4 The testamur is issued by the Council of the University at a graduation ceremony. In accordance with the University's *Rules Governing Graduation*, a lost or destroyed testamur can be replaced upon payment of a prescribed fee. The graduate must complete a 'Request for Replacement of Testamur' application and a statutory declaration. Any other supporting evidence is to be attached to the request.

8.2 Academic Transcript

- 8.2.1 The official academic transcript for a student may be provided to that student at any time following payment of the prescribed fee. Students are provided with a transcript at graduation with their testamur.
- 8.2.2 The academic transcript displays the following information:
 - a) Student number
 - b) Student name
 - c) Date of issue
 - d) Term(s) of study
 - e) Program(s) that student is or has been enrolled in
 - f) Courses that student is enrolled in or has completed
 - g) Percentage mark
 - h) Formal grade
 - i) Number of units earned
 - j) Conferral date of completed awards
 - k) Majors/Specialisations
 - l) Thesis title
 - m) Credit
 - n) Scholarships
 - o) Prizes

9. Essential Supporting Documents

Rules Governing Graduation 000593

10. Related Documents

Student Indebtedness Policy

Policy Sponsor: Deputy Vice Chancellor (Services)

Policy Owner: Academic Registrar

Policy Contact Position: Deputy Academic Registrar, Student Administration

Date Approved:

Approval Authority: