

Australian Higher Education Graduation Statement Policy

Section 1 - Purpose

(1) This Policy governs Charles Sturt University's Australian Higher Education Graduation Statement (AHEGS). The AHEGS is a standardised document used across the Australian Higher Education sector. It is issued at graduation for Australian Qualifications Framework endorsed degrees in addition to the testamur and academic transcript and provides an easy-to-understand description of the sector itself, the nature of the qualification a student has been awarded, and the institution which has awarded the qualification.

(2) This Policy details how information is approved for inclusion in the Charles Sturt University AHEGS, which information is currently approved for inclusion and the governance of the production of the AHEGS itself.

Section 2 - Glossary

(3) In this Policy:

- a. AHEGS – refers to the Australian Higher Education Graduation Statement; and
- b. CASIMS – refers to the Course and Subject Information Management System, Charles Sturt University's course accreditation software.

Section 3 - Policy

Part A - Approval

(4) The Academic Senate approves for Charles Sturt University (the University) that content and style of the AHEGS which may be modified by individual institutions.

(5) Information to be included on an AHEGS should be predominantly descriptive of a student's experience rather than promotional of the University.

(6) Faculty requests for changes to the Charles Sturt University AHEGS should be forwarded to the Office of Governance and Corporate Affairs, to organise discussion by all Faculty Boards before forwarding to the Academic Senate for consideration.

(7) Divisional or other requests for changes to the AHEGS should be forwarded to the Office of Governance and Corporate Affairs, for advice on progression to the Academic Senate for approval.

(8) The approved current version of the Charles Sturt University AHEGS is maintained by the Division of Student Administration.

(9) Changes to the AHEGS will require assessment by the Division of Student Administration and other relevant sections of any technical and other implementation requirements. The Office of Governance and Corporate Affairs will

facilitate this consultation when requests for changes are forwarded to it, if required, and proposals should therefore allow time for this to occur.

Part B - Content of the Charles Sturt University AHEGS

(10) The currently approved content of the Charles Sturt University AHEGS is as follows. Mandatory information is specified by the Government (refer to the [Australian Higher Education Graduation Statement](#)) and cannot be removed or altered. Optional information is specific to Charles Sturt University and is approved by the Academic Senate. Optional AHEGS elements not used by the University are also listed:

- a. AHEGS logo (mandatory);
- b. Statement on the [Australian Higher Education Graduation Statement](#) (mandatory);
- c. Certification – this includes the signature and work capacity of the certifying officer of the University, and the date of certification (mandatory);
- d. Institutional logo (mandatory);
- e. Section One – The Graduate:
 - i. family name and given name(s) (mandatory); and
 - ii. student number (mandatory).
- f. Section Two – The Award:
 - i. name of the award (mandatory);
 - ii. summary details of the award (mandatory);
 - iii. language of instruction (optional);
 - iv. short statement concerning the use of independent assessment for research higher degrees (optional);
 - v. course-specific work or overseas placement (optional);
 - vi. statement for research-focused honours degree about potential eligibility for further study towards a PhD (optional);
 - vii. information about any significant external professional accreditation for the course (optional); and
 - viii. pathway to further study (not used by Charles Sturt University).
- g. Section Three – Awarding Institution:
 - i. Awarding institution information, including specific details where a degree is jointly awarded with another institution (mandatory).
- h. Section Four – The Graduate’s Academic Achievements:
 - i. Course details, including all subjects studied, grades awarded, details of any credit or advanced standing provided, and for higher degrees by research the thesis title and an up to 100-word abstract (mandatory);
 - ii. Key to grading (mandatory);
 - iii. Grade point average, including description of how this is calculated (optional);
 - iv. University-organised mobility activities (optional);
 - v. Compulsory (within a course) practicum placement information (optional);
 - vi. Scholarships, Deans Awards, University Medals (optional); and
 - vii. University prizes as approved by the Academic Senate policy on prizes, where appropriate (optional).
- i. Section Five – Description of the Australian Higher Education System:
 - i. Information about the Australian Higher Education System (mandatory).

Section 4 - Procedures

(11) AHEGS text for each course is entered into the Course and Subject Information Management System (CASIMS) by Faculties.

(12) Different versions of a course and therefore possible cohorts of students may require different AHEGS statements, and the appropriate version of an AHEGS statement is determined via the program code, allocated in the CASIMS AHEGS Award Text function.

(13) Faculties determine whether a given prize, as defined by the Academic Senate's [Prizes Policy](#), is appropriate for inclusion on a student's AHEGS.

(14) Information provided by Faculties in the AHEGS Award Text function is for use on the AHEGS and should not be altered for other purposes.

Section 5 - Guidelines

(15) Nil.

Status and Details

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