

# Awards Regulations - Australian Higher Education Graduate Statements Procedure

## Section 1 - Purpose / Objectives

(1) The University will issue an Australian Higher Education Graduation Statement (AHEGS) in accordance with the Commonwealth Government's 2011 guidelines for the presentation of AHEGS. The AHEGS is provided by VU to all graduates of a self-accredited Award course. Its purpose is to assist in both national and international recognition of Australian qualifications and to promote international mobility and professional recognition of graduates.

(2) AHEGS are only available to students who commenced their current coursework qualification from semester 1, 2008 and completed it in or after semester 2, 2011.

## Section 2 - Scope / Application

(3) This procedure applies to all students who have completed an Award course and are entitled to receive the following at the time of conferral:

- a. Testamur; and
- b. Academic Transcript; and
- c. AHEGS (for graduates of Self Accredited Awards only).

## Section 3 - Definitions

(4) Nil

## Section 4 - Policy Statement

(5) Nil

## Section 5 - Procedures

### Roles/Responsibilities

Role	Responsibility
Student	a. Applies for replacement AHEGS is required via the appropriate form in the student services centre portal.
(7) Student Service Centre	a. Receives requests for replacement AHEGS due to all reasons other than change of name. b. Processes these requests and supplies the replacement AHEG.
(8) Graduations	a. Receives requests for reissue of AHEGS due to name change. b. Processes these requests and supplies the replacement AHEG.

## Producing a AHEGS

(6) The AHEGS is printed on pre-designed paper with appropriate logos to ensure that it cannot be reproduced. The AHEGS provides a description of the nature, level, context and status of studies that were pursued by the student named. The AHEGS consists of five sections, with the first four including a number of elements. Details to be provided in these sections are outlined below. It is a requirement that the five sections of the AHEGS be presented in the following order:

- a. Section 1 — The Graduate
- b. Section 2 — The Award
- c. Section 3 — The Awarding Institution
- d. Section 4 — The Graduate's Academic Achievements
- e. Section 5 — Description of the Australian higher education system.

(7) In addition to the above, the first page of AHEGS must also contain:

- a. the AHEGS logo and statement on AHEGS provided by the Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE)
- b. graduand certification details (Date, Signature & Capacity)
- c. institute logo.

## Issuing a AHEGS

(8) An AHEGS will be replaced for a fee if damaged, destroyed, stolen, lost, or as a result of a name change due to marriage, divorce or deed poll. The relevant form can be downloaded from the student portal. If the AHEGS is to be replaced:

- a. due to damage, the original AHEGS must be returned to the University
- b. as it has been destroyed, stolen or lost, the request must be supported by evidence detailing the theft or loss eg. a copy of the police or fire report. If an official report is not available a Statutory Declaration can be submitted as evidence
- c. due to a name change, the original AHEGS must be returned to the University. The request must be accompanied by an original, or a certified copy, of supporting evidence eg. Birth Certificate, Marriage Certificate, Notice of Dissolution of Marriage or Change of Name Certificate.

(9) If the AHEGS is to be re-issued due to a name change student centre staff will log a job with the graduation unit.

(10) In all other situations the AHEGS can be re-issued by the student centre using existing student records. The cost of a replacement AHEGS is listed in the student services and amenities fees and information can be downloaded from the student portal .

## Surrendering a AHEGS

(11) In situations where the Award has been formally revoked the student will be advised to return the AHEGS along with the Testamur and Academic Transcript. The details of the revocation are noted on the graduations register and the student enrolment record.

## Section 6 - Guidelines

(12) Nil



## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	4th September 2014
<b>Review Date</b>	4th May 2017
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	4th September 2014
<b>Expiry Date</b>	28th November 2017
<b>Responsible Officer</b>	Michelle Gillespie Chief Student Officer 9919 5106
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