

Awards Regulations - Australian Higher Education Graduation Statements Procedure

Section 1 - Summary

(1) This Procedure governs the format of, and recipient eligibility for, the Australian Higher Education Graduation Statement (AHEGS). The AHEGS is provided by Victoria University (VU) to all graduates of a Higher Education (HE) Award course.

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

Section 2 - Accountability

Accountable / Responsible Officer	Role
Accountable Officer	Pro Vice-Chancellor (Students)
Responsible Officer	Director, Student Administration

Section 3 - Scope

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

- a. Testamur; and
- b. Academic Transcript; and
- c. AHEGS.

Section 4 - Definitions

(4) AHEGS (Australian Higher Education Graduation Statement)

(5) Digital Version – Includes the same information as a hard copy Testamur but is provided to the student digitally, via a secure login. Students can share the login with potential employers or others as they choose.

Section 5 - Policy/Regulation

(6) Refer to [Awards Regulations 2018](#).

Section 6 - Procedures

Part A - Summary of Roles and Responsibilities

Role	Responsibilities
Graduate	Applies for replacement AHEGS via the appropriate form in the MyVU .
VUHQ or Contact Centre	Receives requests for replacement AHEGS due to all reasons other than change of name. Processes these requests and supplies the replacement AHEGS.
Assessments and Completions	Receives requests for re-issue of AHEGS due to name change. Processes these requests and supplies the replacement AHEGS.
Academic Standards and Quality	Develop/approve content for Section 2 of AHEGS – description of the Award.

Part B - AHEGS Requirements

(7) The AHEGS provides a description of the nature, level, context and status of studies that were pursued by the student named.

(8) The AHEGS complies with the Department of Education's [Guidelines for the Presentation of AHEGS](#) and 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:

- Section 1 - The Graduate;
- Section 2 - The Award;
- Section 3 - The Awarding Institution;
- Section 4 - The Graduate's Academic Achievements;
- Section 5 - Description of the Australian higher education system.

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

- the AHEGS logo and statement on AHEGS provided by the Department of Education;
- graduant certification details (Date, Signature & Capacity);
- institute logo.

Part C - Issuing an AHEGS

(10) An AHEGS is available in hard copy or digitally. At graduation, students will be provided with a secure login to access a digital version. Students may order and pay for a hard copy at any time.

(11) 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, deed poll or gender transition. If the AHEGS is to be replaced:

- due to damage: the original AHEGS must be returned to the University.
- because it has been destroyed, stolen or lost: the request must be supported by evidence detailing the theft or loss, e.g. A copy of the police or fire report. If an official report is not available a Statutory Declaration can be submitted as evidence.
- 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, e.g. Birth Certificate, Marriage

Certificate, Notice of Dissolution of Marriage or Change of Name Certificate.

(12) If the AHEGS is to be re-issued due to a name change, VUHQ staff will log a job with the Assessments and Completions Unit.

(13) The cost of AHEGS is reviewed annually as part of the Student Services Ancillary fees.

Part D - Revoking an AHEGS

(14) 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. Any digital versions will also be revoked.

Section 7 - Guidelines

(15) [Guidelines for the Presentation of AHEGS](#)

Status and Details

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Effective Date	29th November 2017
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Glossary Terms and Definitions

"AHEGS (Australian Higher Education Graduation Statement)" - The Australian Higher Education Graduation Statement (AHEGS) is a Commonwealth initiative to make Australian qualifications recognised throughout the world. The AHEGS is a document that describes higher education qualifications in an easily understood way. It describes the award, the awarding institution and the Australian Higher Education system providing potential employers and other institutions a greater understanding of the achievements of the graduate.