



## **Graduation Statement Workshops Frequently Asked Questions**

### **What is the Australian Higher Education Graduation Statement?**

The Australian Higher Education Graduation Statement was introduced to make Australian qualifications recognised and renowned throughout the world. A Graduation Statement will describe a higher education qualification in an easily understandable way, relating it to the system within which it was issued and describing qualifications in a clear and consistent way to potential employers and other higher education institutions.

A Graduation Statement will be presented to graduates at participating universities, in addition to degree certificates and academic transcripts, based on nationally agreed specifications.

Graduation Statements have the potential to make Australian awards better understood internationally, enhancing the international mobility of Australian graduates and Australia's competitiveness in the international higher education market.

### **What will be included in the Graduation Statement?**

In addition to academic results, the Graduation Statement includes details on the type of award, the awarding institution, a description of the Australian higher education system and any special awards or achievements attained the student during their studies.

### **What are the five mandatory sections of the Graduation Statement?**

The five mandatory sections are:

1. The Graduate - personal details (name, student number).
2. The Award – details of the level of the award, pathways to further studies and course accreditation.
3. Awarding Institution – the name and details of the institution, such as year of establishment and web address.
4. Academic Record – an academic transcript.
5. Description of the Australian Higher Education System – a comprehensive summary of the Australia system.

### Can the five sections of the Graduation Statement be reordered?

No, the five sections of the Graduation Statement are to remain in the order set out in the Guidelines. While formatting is at the discretion of the individual institution, the information must be provided in the approved order to provide some consistency for employers. Some institutions have indicated a desire to make Section 5 an appendix to the document – this is fine as it does not affect the order of the information presented.

### Who has the authority to issue a Graduation Statement?

All accredited tertiary education providers have the authority to issue a Graduation Statement.

### How can a student obtain a Graduation Statement?

It is at the discretion of individual universities to determine when and how the Graduation Statement is made available. However, it is expected that it will be distributed with all other relevant information upon graduation. Students should contact individual universities for further details.

### Should Graduation Statements be handed out retrospectively?

This is a matter for individual institutions. There is no expectation from the Department of Education, Employment and Workplace Relations that institutions provide retrospective Graduation Statements to candidates that will have completed their qualification before the Graduation Statement is implemented at that institution.

### Should students that complete a double degree receive a Graduation Statement for each of their qualifications?

Yes, for degrees which earn candidates two separate awards (i.e. two testamurs), separate Graduation Statements should be provided for each qualification. Such double degrees go by various names across the sector.

In instances where it is unclear which units of study apply to each of the candidate's qualifications, it is possible to list all of the candidate's units of study ('courses') in Section 4 on both Graduation Statements.

Note that if the award is a 'combined degree', for which a student receives a single testamur, a single Graduation Statement should be provided.

### How do institutions handle jointly badged degrees?

In these instances, whatever is common practice with the issuing of academic transcripts and testamurs should be followed for the issuing of Graduation Statements.

### Should a reprinted Graduation Statement contain updated information on the institution (Section 3) and the Australian Higher Education System (Section 5)?

Reprinted Graduation Statements should contain exactly the same content as at the time of original issue. The Graduation Statement is designed to provide a snapshot of the candidate's qualification at the point of completion.

### Can an institution charge for reprinting a Graduation Statement?

Similar to academic transcripts, at least one copy of the Graduation Statement should be provided free of charge to a candidate on completion of their qualification. Should the candidate want multiple copies, or approach the institution for a replacement copy, then the institution can exercise discretion as to whether or not to charge for these additional copies.

### When should Graduation Statements be given to candidates completing their qualifications?

This is at the discretion of the individual institution; however, it is desirable that candidates that have completed their qualification are provided with their Graduation Statement as soon as possible, in order to provide them with a useful tool when seeking employment.

### What if the language of instruction varies between units of study?

As detailed in Section 2 of the Guidelines, information on the language in which the award is taught should be included in the Graduation Statement. For individual units of study such as languages, this is not necessary. It is important for the reader to know if the program of study was taught in a language other than English.

### Should admission requirements be included on the Graduation Statement?

Only readily available information on admission requirements should be included. Institutions may choose to say that 'normally' the requirements are as follows, since many offer alternative paths to entry.

### Can institutions add extra items that are on the transcript but not mentioned in the Graduation Statement guidelines?

Generally speaking, yes, this is at the discretion of individual institutions. Information contained in the Graduation Statement should be related to the candidate's academic achievements, as defined by the institution. All items included on the Graduation Statement must be able to be verified by the institution.

### Can institutions include Grade Point Averages (GPAs)?

This is at the discretion of individual institutions. GPAs are not uniformly used across the sector. Therefore, should the institution decide to include the GPA on the candidate's Graduation Statement, an explanation on how the GPA was calculated must be provided.

### Can award and/or unit of study ('course') codes be included on Graduation Statements?

Yes, this is at the discretion of the individual institution.

### Must fail grades be included in Section 4 of the Graduation Statement?

Yes, fail grades must be included on the Graduation Statement. This issue was discussed at length during the consultation process. It has been decided that as this is common practice on academic transcripts, it should also be common practice on Graduation Statements in order to provide the prospective employer with a clearer picture on prospective employees. Ultimately, whatever is common practice on academic transcripts should be common practice on Graduation Statements.

### Should credit points be included on the Graduation Statement?

Yes, as per the Guidelines, credit points are appropriate to report in *Section 4: Graduate's Academic Achievements* under course details.

### Where can I find more information on the Graduation Statement?

Information can be found in the publication *Proposal for an Australian Higher Education Graduation Statement* at:

[http://www.dest.gov.au/sectors/higher\\_education/publications\\_resources/profiles/proposal\\_for\\_an\\_australian\\_higher\\_education\\_graduation.htm](http://www.dest.gov.au/sectors/higher_education/publications_resources/profiles/proposal_for_an_australian_higher_education_graduation.htm). Alternatively, contact your individual university.