Guideline for the presentation of Australian Higher Education Graduation Statements

While each issuing university and higher education provider is expected to follow the guidelines and provide specified information under the five sections, the layout in each case will be determined according to institutional practice, with institutions making their own decisions with respect to optional elements. It is expected that each university will follow its own style in presenting information and including information from academic transcripts. Worked examples are provided at the end of this guideline.

It is recommended that this guideline be read in conjunction with the
Model for an Australian Higher Education Graduation Statement
which can be downloaded from
http://www.une.edu.au/chemp/projects/dipsup/index.php

It is important that the Guiding Principles presented on pages 10-11
of this document are used to guide the development of your
Australian Higher Education Graduation Statement.

For general questions regarding the Australian Higher Education Graduation Statement please contact:
Dr Claire Atkinson
Quality Branch - Higher Education Group
Department of Education, Employment and Workplace Relations
Ph: 02 6219 3442
email: Claire.Atkinson@deewr.gov.au

For assistance in the development of the Australian Higher Education Graduation Statement please contact:
Professor Grant Harman
Centre for Higher Education Management and Policy
University of New England
Armidale NSW 2351
Ph: 02 6773 3217
email: gharman@une.edu.au

The Australian Higher Education Graduation Statement consists of five sections, with the first four having a number of elements. Details to be provided in these sections are provided below. Items that are optional for institutions or particular awards are italicised.

Item to be included	Instructions
	The logo should appear on the first page in the top right hand corner. The width should be exactly 45mm and the background transparent. For a copy of the logo contact Sylvia Schmidt (sylvia.schmidt@deewr.gov.au or 02 6219 3425) or Claire Atkinson (Claire.Atkinson@deewr.gov.au or 02 6219 3442)
Australian Higher Education Graduation Statement The Australian Higher Education Graduation Statement is provided by Australian higher education institutions to graduating students on completion of the requirements for a particular higher education award. It provides a description of the nature, level, context and status of studies that were pursued by the individual named. Its purpose is to assist in both national and international recognition of Australian qualifications and to promote international mobility and professional recognition of graduates.	This statement should appear on the first page
Certification Date: Signature: Capacity:	A certification should appear on the first page
INSTITUTIONAL LOGO	Your institutional logo should appear on the first page
1. The Graduate Family name: Given name(s): Student number: *Date of birth:*	*With or without verification based on citing birth certificate*

2. The Award	
2. The Award	
Name of Award:	Name of the award and the field or fields of specialisation, if appropriate.
Detail:	Summary details of the award (including admission requirements, normal duration of study and language of instruction) but this may be best provided by a 'generic sentence' and reference to a University website. For research higher degrees, brief reference should be made to external examination arrangements.
Features:	*Brief description of distinguishing features of the course, such as professional placements, industry-based learning, or overseas study.*
Pathway to further study:	*Summary details on further or advanced higher education awards for which this award typically serves as preparation. Link to URL for detailed or additional information.*

Course accreditation:	*Statement regarding relevant external accreditation of the course, including details of the accrediting association or agency and date of most recent accreditation. If the degree confers on the holder rights to practice within particular jurisdictions, relevant information should be provided. Link to URL for additional information.*
3. Awarding Institution	Brief (preferably a one or two sentence) description of the institution, including type (public/private), date of founding and legislation of establishment. Private higher education institutions should provide information on their inclusion in the AQF Register of Recognised Educational Institutions, and on course and institutional accreditation arrangements. Links can be provided to institutional websites for additional information. Where the course is a 'jointly-badged' award with another institution, or is delivered by another institution, brief details of arrangements should be provided.
4. Graduate's Academic Achievements	
Course details:	Relevant information pertaining to units of study undertaken toward this award, whether or not these were successfully completed. Included are the unit name, institutional unit code, credit point value, grade and, where appropriate, Grade Point Average. Details of the credit or advanced standing given for previous study or study at other institutions where possible should be provided. For research higher degrees, the thesis title and a 100-word abstract should be included.
Key to grading:	Provide details of institutional system for grading units and, where appropriate, for grading the award. Explanations of the award of honours grades or honours awards as appropriate should be included. If appropriate details may be provided of examination processes for research higher degrees.
Additional course details:	*Specific details of particular course related achievements of the graduate, which may include: workplace learning; institutional organised study abroad or independent overseas study credited to the award; major practicum or professional training placements; and assessed competencies or graduate employability skills.*
Special achievements, recognition and prizes:	*Academically related individual achievements such as prizes, university or faculty medals, special distinctions, and university funded or outside funded scholarships based on academic merit. Only information that can be authenticated by the institution should be included. Each university will define what will constitute 'academically related individual achievements'.*

5. Description of the Australian Higher Education System

Introduction
The Australian higher education system consists of independent, self-governing public and private universities and higher education institutions that award higher education qualifications. All higher education providers must be listed on the Australian Qualifications Framework Register of Recognised Education Institutions and Authorised Accreditation Authorities in Australia. This register is developed under instructions from Commonwealth, State and Territory Education and Training Ministers (See: http://www.aqf.edu.au/register.htm).

Qualifications
The Australian Qualifications Framework (AQF) is a single national and comprehensive system of qualifications offered by higher education, vocational education and training, and secondary schools. The AQF comprises a set of national qualifications (ie awards), titles and qualification descriptors (See accompanying diagram). The AQF specifies the main criteria for defining qualifications based on the general characteristics of learning outcomes at each qualification level. The main qualifications awarded by higher education institutions are bachelors, masters and doctoral degrees, and graduate certificates and graduate diplomas. Research higher degrees at masters and doctoral level are normally assessed by external examiners. The higher education qualifications descriptors are periodically reviewed against best national and international practice. Guidelines for each qualification title are published in the Australian Qualifications Framework Implementation Handbook (http://www.aqf.edu.au/implem.htm).

Admission
Requirements for admission to particular programmes are set by individual universities and colleges that generally provide a range of routes for entry and admit those students considered to have potential to successfully complete programmes of study. Admission of school leavers to undergraduate programmes typically is on the basis of the level of achievement in Year 12 secondary education, although some institutions and programmes also use interviews, portfolios or demonstrated interest or aptitude. Most institutions also provide alternative entry provisions via bridging or foundation programs for mature age students or other special provisions. Admission to post-graduate programmes is generally based on the level of achievement in previous higher education studies; in most cases, admission to PhD programmes is based on high achievement in a research masters degree or in a bachelors degree with first class honours or second class honours division A.

Quality
Australia has an international reputation for high quality education that is built on best practice in accreditation, quality recognition, quality assurance, and student consumer protection.   All higher education institutions must be accredited by State and Territory Governments in accordance with strict criteria detailed in the National Protocols for Higher Education Approval Processes. These Protocols are nationally agreed principles that ensure consistent criteria and standards across Australia in such matters as the recognition of new universities, the operation of overseas higher education institutions in Australia, and the accreditation of higher education courses offered by institutions other than universities (See: http://www.dest.gov.au/highereducation).

All institutions receiving Australian Government financial support must meet quality and accountability requirements that are set out in the Higher Education Support Act 2003. The Australian Government also uses a range of

This text should be included in full

The full text has been approved by the DEEWR and the AQF Advisory Board Secretariat

tools to measure and monitor the quality of outcomes, while the interests of international students are protected by the Education Service for Overseas Students Act 2000 and its National Code, providing tuition and financial assurance and a consistent approach to institution registration.

Australian Universities are autonomous bodies that are responsible for managing quality through internal accreditation processes and commitment to codes of practice. Universities and other higher education providers are required by legislation to have in place appropriate quality assurance processes. These processes are periodically audited by the Australian Universities Quality Agency (AUQA).

AUQA is Australia's principal national quality agency for higher education. It is an independent body that undertakes quality audits of higher education institutions and accreditation authorities (See: http://www.auqa.edu.au). AUQA publicly reports on performance and outcomes, assists in quality enhancement and advises on quality assurance.

Australian Qualifications Framework

Schools Sector Qualifications	Vocational Education and Training Sector Qualifications	Higher Education Sector Qualifications
		Doctoral Degree
		Masters Degree
	Vocational Graduate Diploma	Graduate Diploma
	Vocational Graduate Certificate	Graduate Certificate
		Bachelor Degree
	Advanced Diploma	Associate Degree, Advanced Diploma
	Diploma	Diploma
	Certificate IV	
Senior Secondary	Certificate III	
Certificate of Education	Certificate II	
(SSCE)	Certificate I	

Worked examples of Australian Higher Education Graduation Statements

The examples of Australian Higher Education Graduation Statements that follow have been based on the guiding principles and the specification of what information is to be included, as set out in the guidelines. The examples are for two bachelors degrees, and for a bachelors degree with honours, a masters degree by research, and a PhD degree.   These examples may be referred to as the "standard graduation statement".

While each issuing university and higher education provider is expected to follow the guidelines and provide specified information under the five sections, the layout in each case will be determined according to institutional practice, with institutions making their own decisions with respect to optional elements. In the examples that follow the academic records are presented in the style used by one particular Australian university simply for illustrative purposes. However, it is expected that each university will follow its own style in presenting information and including information from academic transcripts. The description of the Australian higher education system used in the examples has been approved by the Department of Education, Employment and Workplace Relations and the AQF Advisory Board Secretariat.

Example 1: Example of an Australian Higher Education Graduation Statement for a Bachelor of Business degree, including failing grades.

Example 2: Example of an Australian Higher Education Graduation Statement for a Bachelor of Arts degree.

Example 3: Example of an Australian Higher Education Graduation Statement for a Bachelor of Arts with Honours degree.

Example 4: Example of an Australian Higher Education Graduation Statement for a Master of Arts by Research.

Example 5: Example of an Australian Higher Education Graduation Statement for a PhD degree.

Example 1

UEA

University of Eastern Australia

1. the graduate

Family Name: Allen

Given Name(s):   Henry

Student Number: 123456789

2. the award

Name of award:

Bachelor of Business, with specialisation in accounting

Detail:
This bachelors degree, taught in English, normally takes three years of full-time study or the equivalent part-time study. Admission requirements and course rules are available on the University's on-line Prospectus at www.easternaustralia.edu.au/prospectus

Features:
In year three of the course, opportunity is provided for a period of full-time supervised workplace training.

Pathway to further study:
Graduates with bachelors degrees have access to range of different graduate certificates and graduate diplomas and, in some fields, to masters degrees. For further details, see the University's on-line Prospectus at www.easternaustralia.edu.au/prospectus

Course accreditation:
This course is accredited by CPA Australia and graduates are eligible to apply for Associate Membership.

3. awarding institution

The University of Eastern Australia is a comprehensive public university established in 1973 under legislation passed by the Parliament of the state of New South Wales. For additional information, see the University's on-line Prospectus at www.easternaustralia.edu.au/prospectus

certification

Date: 03-March-2003

Signature:

Capacity: Registrar

4. graduate's **academic achievements**

Course details:

	Status	Date
BACHELOR OF BUSINESS Accounting	AWARDED	03 MARCH 2003

		Mark	Grade
UNDERGRADUATE - BACHELOR OF BUSINESS			
2000 Semester 1			
BA02441	Personal Financial Planning	60	CREDIT
BA03306	Auditing	45	FAIL
BA03307	Corporate Finance	55	PASS
BA03309	Advanced Financial Accounting	63	CREDIT
2000 Semester 2			
BA03312	Advanced Management Accounting	40	NOT COMPLETED/FAIL
BA03316	The Practising Accountant and Technology	55	PASS
BA03317	Managerial Accounting Technology	63	CREDIT
BBB3100	Business Integrated Learning	58	PASS
2001 Semester 1			
BB02300	Commercial Law	64	CREDIT
BA01101	Financial Accounting	61	CREDIT
BA02203	Corporate Accounting	58	PASS
BA02204	Management Accounting	55	PASS
BA03306	Auditing	55	PASS
2001 Semester 2			
BA02208	Computerised Accounting Information Systems	63	CREDIT
BH01171	Introduction to Marketing	58	PASS
BL02205	Corporate Law	68	CREDIT
BL02206	Taxation Law and Practice	58	PASS
BA03312	Advanced Management Accounting	50	PASSED AT SUPPLEMENTARY EXAMINATION
2002 Semester 1			
BA01101	Accounting for Decision Making	65	CREDIT
BA01107	Accounting Information Systems	63	CREDIT
BC01102	Information Systems for Business	59	PASS
BEO1103	Microeconomic Principles	72	DISTINCTION
2002 Semester 2			
BE01104	Macroeconomic Principles	74	DISTINCTION
BE01106	Business Statistics	66	CREDIT
BE01115	Business Law	68	CREDIT
BM01102	Management and Organisational Behaviour	59	PASS

Key to grading:

The final pass grades for individual units within the course are as follows:

    High Distinction (80-100)

    Distinction (70-79)

    Credit (60-69)

    Pass (50-59)

    Passed at Supplementary Examination (50)

The final fail grades for individual units within this course are as follows:

    Fail (0-49)

    Not Completed/Fail (Did not complete all prescribed requirements)

    Withdrawn/Fail (Failure after specified date and before end of semester)

Additional course details:

From 3 January 2002 to 13 February 2002 completed period of full-time supervised workplace training with Smith and Brown Accounting, 123 Elizabeth Street, Melbourne.

5. description of the **australian higher education system**

Introduction

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Qualifications

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Admission

Requirements for admission to particular programmes are set by individual universities and colleges that generally provide a range of routes for entry and admit those students considered to have potential to successfully complete programmes of study. Admission of school leavers to undergraduate programmes typically is on the basis of the level of achievement in Year 12 secondary education, although some institutions and programmes also use interviews, portfolios or demonstrated interest or aptitude. Most institutions also provide alternative entry provisions via bridging or foundation programs for mature age students or other special provisions. Admission to post-graduate programmes is generally based on the level of achievement in previous higher education studies; in most cases, admission to PhD programmes is based on high achievement in a research masters degree or in a bachelors degree with first class honours or second class honours division A.

Quality

Australia has an international reputation for high quality education that is built on best practice in accreditation, quality recognition, quality assurance, and student consumer protection. All higher education institutions must be accredited by State and Territory Governments in accordance with strict criteria detailed in the National Protocols for Higher Education Approval Processes. These Protocols are nationally agreed principles that ensure consistent criteria and standards across Australia in such matters as the recognition of new universities, the operation of overseas higher education institutions in Australia, and the accreditation of higher education courses offered by institutions other than universities (See: http://www.dest.gov.au/highereducation).

All institutions receiving Australian Government financial support must meet quality and accountability requirements that are set out in the Higher Education Support Act 2003. The Australian Government also uses a range of tools to measure and monitor the quality of outcomes, while the interests of international students are protected by the Education Service for Overseas Students Act 2000 and its National Code, providing tuition and financial assurance and a consistent approach to institution registration.

Australian Universities are autonomous bodies that are responsible for managing quality through internal accreditation processes and commitment to codes of practice. Universities and other higher education providers are required by legislation to have in place appropriate quality assurance processes. These processes are periodically audited by the Australian Universities Quality Agency (AUQA).

AUQA is Australia's principal national quality agency for higher education. It is an independent body that undertakes quality audits of higher education institutions and accreditation authorities (See: http://www.auqa.edu.au). AUQA publicly reports on performance and outcomes, assists in quality enhancement and advises on quality assurance.

Australian Qualifications Framework

Schools Sector Qualifications	Vocational Education and Training Sector Qualifications	Higher Education Sector Qualifications
		Doctoral Degree
		Masters Degree
	Vocational Graduate Diploma	Graduate Diploma
	Vocational Graduate Certificate	Graduate Certificate
		Bachelor Degree
	Advanced Diploma	Associate Degree, Advanced Diploma
	Diploma	Diploma
Senior Secondary	Certificate IV	
Certificate of Education	Certificate III	
(SSCE)	Certificate II	
	Certificate I	

Example 2

UEA

University of Eastern Australia

1. the **graduate**

Family Name: Simpson

Given Name(s): Elizabeth

Student Number: 123456789

2. the **award**

Name of award:

Bachelor of Arts,with specialisation in sociology and political science

Detail:
This bachelors degree, taught in English, normally takes three years of full-time study or the equivalent part-time study. Admission requirements and course rules are available on the University's on-line Prospectus at www.easternaustralia.edu.au/prospectus

Pathway to further study:
Graduates with bachelors degrees have access to range of different graduate certificates and graduate diplomas and, in some fields, to masters degrees. For further details, see the University's on-line Prospectus at www.easternaustralia.edu.au/prospectus

3. awarding **institution**

The University of Eastern Australia is a comprehensive public university established in 1973 under legislation passed by the Parliament of the state of New South Wales. For additional information, see the University's on-line Prospectus at www.easternaustralia.edu.au/prospectus

certification

Date: 03-March-2003

Signature:

Capacity: Registrar

4. graduate's **academic achievements**

Course details:

	Status	Date
BACHELOR OF ARTS Sociology Political Science	AWARDED	03 MARCH 2003

		Mark	Grade
UNDERGRADUATE - BACHELOR OF ARTS			
2000 Semester 1			
ANTH 1002	Introduction to Anthropology	69	CREDIT
MATH1001	Introduction to Mathematics	55	PASS
POL1001	Introduction to Political Studies	63	CREDIT
SOCY1003	The Study of Societies	57	PASS
2000 Semester 2			
ANTH1005	Understanding Human Diversity	69	CREDIT
POL1005	The Australian Political System	73	DISTINCTION
SOCY1004	Contemporary Society	68	CREDIT
SOCY1005	Introduction to Social Psychology	77	DISTINCTION
2001 Semester 1			
POL1007	Comparative Politics	78	DISTINCTION
SOCY2040	Classical Sociology Theory	68	CREDIT
SOCY2044	Gender and Sociology	89	HIGH DISTINCTION
SOCY3066	Law and Social Control	77	DISTINCTION
2001 Semester 2			
POL1008	International Relations	75	DISTINCTION
SOCY2043	Quantitative Research Methods	67	CREDIT
SOCY2033	Sociology of Illness and Health	76	DISTINCTION
SOCY 3015	Difference and Ethnicity	68	CREDIT
2002 Semester 1			
GEND 2021	Trauma, Memory and Culture	76	DISTINCTION
POL1005	Asian Politics and Culture	68	CREDIT
SOCY2034	Australian Society and Change	77	DISTINCTION
SOCY3014	Modern Sociological Theory	77	DISTINCTION
2002 Semester 2			
GEND2023	Introduction to Feminist Theory	76	DISTINCTION
POL1005	The American Political System	68	CREDIT
SOCY2008	Sociology of Disaster	75	DISTINCTION
SOCY2031	Sociology of the Third World	68	CREDIT

Key to grading:
The final pass grades for individual units within the course are as follows:

    High Distinction (80-100)

    Distinction (70-79)

    Credit (60-69)

    Pass (50-59)

    Passed at Supplementary Examination (50)

The final fail grades for individual units within this course are as follows:

    Fail (0-49)

    Not Completed/Fail (Did not complete all prescribed requirements)

    Withdrawn/Fail (Failure after specified date and before end of semester)

Additional course details:

Overseas Study

Spent semester 2, 2002 on a study abroad program at Lock Haven University, Pennsylvania, United States, during which time the following units of study were successfully completed:

    POL.LH2003 World Politics

    SOC.LH2008 Research Methodology

    SOC.LH2020 Sociological Deviance

    SOC.LH 3008 Sociology; Special Study Topic

Special achievements, recognition and prizes:

Awarded University of Eastern Australia undergraduate scholarship for three years, based on academic achievement in secondary education.

Awarded the Greer Medal for the most outstanding academic achievement in a second year subject in 2001 (Faculty of Arts).

5. description of the **australian higher education system**

Introduction

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Qualifications

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Admission

Requirements for admission to particular programmes are set by individual universities and colleges that generally provide a range of routes for entry and admit those students considered to have potential to successfully complete programmes of study. Admission of school leavers to undergraduate programmes typically is on the basis of the level of achievement in Year 12 secondary education, although some institutions and programmes also use interviews, portfolios or demonstrated interest or aptitude. Most institutions also provide alternative entry provisions via bridging or foundation programs for mature age students or other special provisions. Admission to post-graduate programmes is generally based on the level of achievement in previous higher education studies; in most cases, admission to PhD programmes is based on high achievement in a research masters degree or in a bachelors degree with first class honours or second class honours division A.

Quality

Australia has an international reputation for high quality education that is built on best practice in accreditation, quality recognition, quality assurance, and student consumer protection. All higher education institutions must be accredited by State and Territory Governments in accordance with strict criteria detailed in the National Protocols for Higher Education Approval Processes. These Protocols are nationally agreed principles that ensure consistent criteria and standards across Australia in such matters as the recognition of new universities, the operation of overseas higher education institutions in Australia, and the accreditation of higher education courses offered by institutions other than universities (See: http://www.dest.gov.au/highereducation).

All institutions receiving Australian Government financial support must meet quality and accountability requirements that are set out in the Higher Education Support Act 2003. The Australian Government also uses a range of tools to measure and monitor the quality of outcomes, while the interests of international students are protected by the Education Service for Overseas Students Act 2000 and its National Code, providing tuition and financial assurance and a consistent approach to institution registration.

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Australian Qualifications Framework

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		Masters Degree
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	Vocational Graduate Certificate	Graduate Certificate
		Bachelor Degree
	Advanced Diploma	Associate Degree, Advanced Diploma
	Diploma	Diploma
Senior Secondary	Certificate IV	
Certificate of Education	Certificate III	
(SSCE)	Certificate II	
	Certificate I	

Example 3

UEA

University of Eastern Australia

1. the **graduate**

Family Name: Brown

Given Name(s):   Janice

Student Number: 123456789

2. the **award**

Name of award:

Bachelor of Arts with Honours, with specialisation in Gender Studies and Sociology

Detail:

This qualification, taught in English, is available to students enrolled for the Bachelor of Arts degree who perform at exceptional levels in the first three years of study. The qualification normally takes four years of full-time study or equivalent part-time study and includes substantial research training components including a research project. Details on admission requirements and course rules is available in the University's on-line Prospectus at www.easternaustralia.edu.au/ prospectus

Pathway to further study:

Graduates with bachelors degrees with first class honours or second class honours division A are eligible for direct admission into relevant masters and doctoral programs. For further details see the University's on-line Prospectus at www.easternaustralia.edu.au/ prospectus

3. awarding **institution**

The University of Eastern Australia is a comprehensive public university established in 1973 under legislation passed by the Parliament of the state of New South Wales. For additional information, see the University's on-line Prospectus at www.easternaustralia.edu. au/prospectus

certification

Date: 29-July-2004

Signature:

Capacity: Registrar

4. graduate's **academic achievements**

Course details:

	Status	Date
BACHELOR OF ARTS WITH SECOND CLASS HONOURS, DIVISION A Gender Studies Sociology	AWARDED	29 JULY 2004

		Mark	Grade
UNDERGRADUATE - BACHELOR OF ARTS			
2003 Semester 1			
ANTH 1002	Introduction to Anthropology	69	Credit
DRAM1005	Drama and Acting	65	Credit
POL1001	Introduction to Political Studies	73	Distinction
SOCY1003	The Study of Societies	76	Distinction
2003 Semester 2			
ANTH1005	Understanding Human Diversity	69	Credit
POL1005	The Australian Political System	73	Distinction
SOCY1004	Contemporary Society	68	Credit
SOCY1005	Introduction to Social Psychology	77	Distinction
2004 Semester 1			
POL1007	Comparative Politics	78	Distinction
SOCY2040	Classical Sociology Theory	68	Credit
SOCY2044	Gender and Sociology	84	High Distinction
SOCY3066	Law and Social Control	77	Distinction
2004 Semester 2			
POL1008	International Relations	75	Distinction
SOCY2043	Quantitative Research Methods	67	Credit
SOCY2033	Sociology of Illness and Health	76	Distinction
SOCY 3015	Difference and Ethnicity	68	Credit
2005 Semester 1			
GEND 2021	Trauma, Memory and Culture	76	Distinction
POL1005	Asian Politics and Culture	68	Credit
SOCY2034	Australian Society and Change	77	Distinction
SOCY3014	Modern Sociological Theory	77	Distinction
2005 Semester 2			
GEND2023	Introduction to Feminist Theory	76	Distinction
POL1005	The American Political System	68	Credit
SOCY2008	Sociology of Disaster	75	Distinction
SOCY2031	Sociology of the Third World	68	Credit
2006 Semester 1			
SOCY4005	Sociology IV Honours	CONTINUING COURSE	
2006 Semester 2			
SOCY4005	Sociology IV Honours	72	Second Class Honours Div A

Key to grading:

Bachelors degrees with honours are graded overall as follows:
First Class Honours (80-100)
Second Class Honours Division A (70-79)
Second Class Honours Division B (60-69)
Third Class Honours (50-59)

The final pass grades for individual units within the course are as follows:
High Distinction (80-100)
Distinction (70-79)
Credit (60-69)
Pass (50-59)
Passed at Supplementary Examination (50)

The final fail grades for individual units within this course are as follows:
Fail (0-49)
Not Completed/Fail (Did not complete all prescribed requirements)
Withdrawn/Fail (Failure after specified date and before end of semester)

Additional course details:
The final honours year included a small-scale, supervised research project, comprising 25% of total workload for the year.

Special achievements, recognition and prizes:
Awarded University of Eastern Australia undergraduate scholarship for four years, based on academic achievement in secondary education.

5. description of the australian higher education system

Introduction
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Admission
Requirements for admission to particular programmes are set by individual universities and colleges that generally provide a range of routes for entry and admit those students considered to have potential to successfully complete programmes of study. Admission of school leavers to undergraduate programmes typically is on the basis of the level of achievement in Year 12 secondary education, although some institutions and programmes also use interviews, portfolios or demonstrated interest or aptitude. Most institutions also provide alternative entry provisions via bridging or foundation programs for mature age students or other special provisions. Admission to post-graduate programmes is generally based on the level of achievement in previous higher education studies; in most cases, admission to PhD programmes is based on high achievement in a research masters degree or in a bachelors degree with first class honours or second class honours division A.

Quality

Australia has an international reputation for high quality education that is built on best practice in accreditation, quality recognition, quality assurance, and student consumer protection. All higher education institutions must be accredited by State and Territory Governments in accordance with strict criteria detailed in the National Protocols for Higher Education Approval Processes. These Protocols are nationally agreed principles that ensure consistent criteria and standards across Australia in such matters as the recognition of new universities, the operation of overseas higher education institutions in Australia, and the accreditation of higher education courses offered by institutions other than universities (See: http://www.dest.gov.au/highereducation).

All institutions receiving Australian Government financial support must meet quality and accountability requirements that are set out in the Higher Education Support Act 2003. The Australian Government also uses a range of tools to measure and monitor the quality of outcomes, while the interests of international students are protected by the Education Service for Overseas Students Act 2000 and its National Code, providing tuition and financial assurance and a consistent approach to institution registration.

Australian Universities are autonomous bodies that are responsible for managing quality through internal accreditation processes and commitment to codes of practice. Universities and other higher education providers are required by legislation to have in place appropriate quality assurance processes. These processes are periodically audited by the Australian Universities Quality Agency (AUQA).

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Australian Qualifications Framework

Schools Sector Qualifications	Vocational Education and Training Sector Qualifications	Higher Education Sector Qualifications
		Doctoral Degree
		Masters Degree
	Vocational Graduate Diploma	Graduate Diploma
	Vocational Graduate Certificate	Graduate Certificate
		Bachelor Degree
	Advanced Diploma	Associate Degree, Advanced Diploma
	Diploma	Diploma
Senior Secondary	Certificate IV	
Certificate of Education	Certificate III	
(SSCE)	Certificate II	
	Certificate I	

Example 4

UEA
University of Eastern Australia

1. the **graduate**

Family Name: Smith

Given Name(s):   Richard

Student Number: 123456789

2. the **award**

Name of award:

Master of Arts by Research, Archaeology and Anthropology

Detail:
Admission is open to graduates with a relevant honours bachelors degree with first class honours or second class honours, division A, or an equivalent qualification. The course normally takes two years of full-time study or an equivalent period of part-time study and is taught in English. The award is made principally on the basis of a research thesis or dissertation that is independently examined, normally by two examiners, one of whom is external to the University. Details on admission requirements and course rules is available in the University's on-line Prospectus at www.easternaustralia.edu. au.prospectus

Pathway to further study:
Graduates with research masters degrees with first class honours or second class honours division A are eligible for direct admission into relevant doctoral programs. For further information, see the University's on-line Prospectus at www.easternaustralia.edu. au.prospectus

3. awarding **institution**

The University of Eastern Australia is a comprehensive public university established in 1973 under legislation passed by the Parliament of the state of New South Wales. For additional information, see the University's on-line Prospectus at www.easternaustralia.edu.au/ prospectus

certification

Date: 05-July-2004

Signature:

Capacity: Registrar

4. graduate's **academic achievements**

Course details:

	Status	Date
MASTER OF ARTS WITH FIRST CLASS HONOURS Archaeology Anthropology	AWARDED	05 JULY 2004

	Grade

MASTER OF ARTS GRADUATE PROGRAM

2000 Semester 1

RESF8015	Master full-time research course in Archaeology and Anthropolgy, Faculty of Arts	RESEARCH CONTINUING

2000 Semester 2

RESF8015	Master full-time research course in Archeology and Anthropolgy, Faculty of Arts	RESEARCH CONTINUING

2001 Semester 1

RESF8015	Master full-time research course in Archaeology and Anthropolgy, Faculty of Arts	RESEARCH CONTINUING

2001 Semester 2

RESF8015	Master full-time research course in Archaeology and Anthropolgy, Faculty of Arts	RESEARCH CONTINUING

2002 Semester 1

RESF8015	Master full-time research course in Archaeology and Anthropolgy, Faculty of Arts	COURSE REQUIREMENTS SATISFIED

THESIS TITLE	Technical Analysis of Archaeological Agricultural Implements from Papua New Guinea
ABSTRACT	Through archaeological excavations and analysis using carbon dating, this study identified and dated agricultural implements used in previous eras on the island of New Britain. The excavations were part of a larger project undertaken by the Archaeology Department of the University of Eastern Australia, with funding from the Australian Research Council. Tools were classified employing the functional typology developed by Harvey and Smith and were subject to carbon data techniques. The study found that the inhabitants of the region three or four hundred years ago used far more sophisticated tools that had been assumed. Particularly important was the use of iron and copper tools.

Key to grading:

Masters degrees with honours are graded overall as follows:

    First Class Honours (80-100)

    Second Class Honours Division A (70-79)

    Second Class Honours Division B (60-69)

    Third Class Honours (50-59)

Additional course details:

The Master of Arts course includes a compulsory unit on research methodology and research ethics, and satisfactory completion of a major thesis that is externally examined.

Overseas Study

The student undertook fieldwork in Papua New Guinea for one semester in 2002, with funding for research program supported by the Australian Research Council.

Special achievements, recognition and prizes:
Awarded University of Eastern Australia postgraduate scholarship for two years, based on academic achievement in the bachelor of honours degree.
Awarded University Medal at graduation.

5. description of the australian higher education system

Introduction
The Australian higher education system consists of independent, self-governing public and private universities and higher education institutions that award higher education qualifications. All higher education providers must be listed on the Australian Qualifications Framework Register of Recognised Education Institutions and Authorised Accreditation Authorities in Australia. This register is developed under instructions from Commonwealth, State and Territory Education and Training Ministers (See: http://www.aqf.edu.au/register.htm).

Qualifications
The Australian Qualifications Framework (AQF) is a single national and comprehensive system of qualifications offered by higher education, vocational education and training, and secondary schools. The AQF comprises a set of national qualifications (ie awards), titles and qualification descriptors (See accompanying diagram). The AQF specifies the main criteria for defining qualifications based on the general characteristics of learning outcomes at each qualification level. The main qualifications awarded by higher education institutions are bachelors, masters and doctoral degrees, and graduate certificates and graduate diplomas. Research higher degrees at masters and doctoral level are normally assessed by external examiners. The higher education qualifications descriptors are periodically reviewed against best national and international practice. Guidelines for each qualification title are published in the Australian Qualifications Framework Implementation Handbook (http://www.aqf.edu.au/implem.htm).

Admission
Requirements for admission to particular programmes are set by individual universities and colleges that generally provide a range of routes for entry and admit those students considered to have potential to successfully complete programmes of study. Admission of school leavers to undergraduate programmes typically is on the basis of the level of achievement in Year 12 secondary education, although some institutions and programmes also use interviews, portfolios or demonstrated interest or aptitude. Most institutions also provide alternative entry provisions via bridging or foundation programs for mature age students or other special provisions. Admission to post-graduate programmes is generally based on the level of achievement in previous higher education studies; in most cases, admission to PhD programmes is based on high achievement in a research masters degree or in a bachelors degree with first class honours or second class honours division A.

Quality
Australia has an international reputation for high quality education that is built on best practice in accreditation, quality recognition, quality assurance, and student consumer protection. All higher education institutions must be accredited by State and Territory Governments in accordance with strict criteria detailed in the National Protocols for Higher Education Approval Processes. These Protocols are nationally agreed principles that ensure consistent criteria and standards across Australia in such matters as the recognition of new universities, the operation of overseas higher education institutions in Australia, and the accreditation of higher education courses offered by institutions other than universities (See: http://www.dest.gov.au/highereducation).

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Australian Qualifications Framework

Schools Sector Qualifications	Vocational Education and Training Sector Qualifications	Higher Education Sector Qualifications
Senior Secondary Certificate of Education (SSCE)	Vocational Graduate Diploma Vocational Graduate Certificate Advanced Diploma Diploma Certificate IV Certificate III Certificate II Certificate I	Doctoral Degree Masters Degree Graduate Diploma Graduate Certificate Bachelor Degree Associate Degree, Advanced Diploma Diploma

Example 5

UEA

University of Eastern Australia

1. the **graduate**

Family Name: Roberts

Given Name(s):   Brian

Student Number: 123456789

2. the **award**

Name of award:

Doctor of Philosophy, with specialisation in Political Science

Detail:

Admission to this course is available to students holding a masters degree by research or a bachelors degree with first class honours or second class honours division A, or equivalent in a relevant discipline. The course normally takes three years of full-time study or an equivalent period of part-time study and consists mainly of a supervised research project and completion of a thesis, written in English. This award is made principally on the basis of a research thesis or dissertation that is independently assessed, normally by examiners external to the University. Details on admission requirements and course rules are available in the University's on-line Prospectus at www.easternaustralia.edu.au/prospectus

3. awarding **institution**

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certification

Date: 14-December-2004

Signature:

Capacity: Registrar

4. graduate's **academic achievements**

Course details:

	Status	Date
DOCTOR OF PHILOSOPHY Political Science	AWARDED	14 DECEMBER 2004

		Mark	Grade
RESEARCH 9015 DOCTOR OF PHILOSOPHY, FACULTY OF ARTS			
POL6005	Political Analysis and Research Methodology	89	High Distinction
POL8000	PhD - Research Course in Political Science, Faculty of Arts		RESEARCH CONTINUING
POL8000	PhD - Research Course in Political Science, Faculty of Arts		RESEARCH CONTINUING
POL8000	PhD - Research Course in Political Science, Faculty of Arts		RESEARCH CONTINUING
POL8000	PhD - Research Course in Political Science, Faculty of Arts		RESEARCH CONTINUING
POL8000	PhD - Research Course in Political Science, Faculty of Arts		RESEARCH CONTINUING
POL8000	PhD - Research Course in Political Science, Faculty of Arts		RESEARCH CONTINUING
POL8000	PhD - Research Course in Political Science, Faculty of Arts		COURSE REQUIREMENTS SATISFIED

THESIS TITLE	The role of farm lobbies in Australian politics: A study of the National Farmers' Federation
ABSTRACT	This study explored the lobbying and representational role of the National Farmers' Federation in both national and state politics in Australia. Using the theories of Eckstein and Beer the study analysed the political resources, political goals and political ideology of the organisation. Key political resources were found to be a strongly committed leadership cadre, significant financial resources and skilful staff leadership. However, despite strong attempts to work effectively with both sides of politics the organisation finds it difficult to shake off its traditional non-Labor orientation.

Key to grading:

There is no grading system for this degree. Individual units of study are graded as follows:

High Distinction (80-100)

Distinction (70-79)

Credit (60-69)

Pass (50-59)

Passed at Supplementary Examination (50)

The final fail grades for individual units within this course are as follows:

Fail (0-49)

Not Completed/Fail (Did not complete all prescribed requirements)

Withdrawn/Fail (Failure after specified date and before end of semester)

Special achievements, recognition and prizes:
Awarded national scholarship (Australian Postgraduate Award) 2001-2004.
Part-time tutor in Political Science in Semester 2 of 2003 for a first year unit on Australian Political Institutions and Behaviour.

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