Australian Higher Education Graduation Statement (AHEGS) Policy

This policy is current as of 1 January 2014 and will be reviewed at least annually by the Academic Board.

Scope

This policy is applicable to Kaplan Business School Pty Ltd.

AHEGS Principles

Kaplan will ensure that any AHEGS document it issues will:

- comply with the nationally agreed specifications set by the Federal Government in relation to the format, issuance and content of the AHEGS
- align with Kaplan’s Academic policies.

What is an AHEGS?

The Australian Higher Education Graduation Statement (AHEGS) is the Australian equivalent of the European Diploma Supplement and is issued to graduates by the awarding institution. The AHEGS is provided in addition to other documents, such as testamurs and academic transcripts. Its purpose is to describe a higher education qualification in an easily understandable way, providing greater transparency by including descriptions of the nature, level, context and status of the studies undertaken as well as information about the education system to which the qualification belongs.

More information can be found at the Australian Government Department of Industry web site

When will an AHEGS be issued?

A single AHEGS will be issued to all graduands of a Kaplan award upon request. One AHEGS will be issued for each award. A graduand who has completed a double degree will be issued with two AHEGS.

Only graduands who have their Kaplan award conferred at a graduation ceremony after 1 December 2010 will be eligible to receive an AHEGS, with the following exception:

A person who has graduated from one degree of a double degree combination prior to 2 December 2010, and then graduates with their second award after this date, will be eligible to receive an AHEGS for both awards.
What is included in an AHEGS?

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:

- 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.

Distribution

An AHEGS will be produced for each graduand upon request. Please check with relevant Kaplan business for any fees. Kaplan will distribute either at a graduation ceremony (where possible) or mail directly to graduates following the ceremony. For graduands who do not attend their ceremony, the AHEGS will be posted, together with the testamur, to their confirmed mailing address as soon as practicable after the ceremony.

Additional copies can be provided for a fee.

Storage

Each graduate’s AHEGS will be recorded in Kaplan’s student management system to enable its reproduction as requested, with the text, format, colour scheme and template the same as at the time of initial production.

Responsible Officer

The responsible officer for the implementation and relevant training of this policy is the Vice President, Higher Education Australia.